



# St Joseph's In The Park

Independent Prep School

St Mary's Lane  
Hertingfordbury  
Herts  
SG14 2LX

Tel: 01992 581378

## TEACHER APPLICATION FORM

### IMPORTANT:

Please complete this form in **BLACK** ink or **TYPE**. Please complete every section, using a continuation sheet if you need more space for any replies. The School operates an equal opportunity policy to ensure that all people who apply for posts receive equal treatment in employment regardless of their age, sex, marital status, disability, sexual orientation, race, creed, colour, ethnic or national origin.

APPLICATION FOR THE POSITION OF:

### 1. PERSONAL DETAILS:

SURNAME:		HOME TELEPHONE NO:	
FIRST NAMES:		MOBILE NO:	
ADDRESS:			
DATE OF BIRTH			
NATIONAL INSURANCE NO.			
CURRENT SALARY AS A TEACHER (excluding responsibility allowance)			
DFE REFERENCE NUMBER:			
DATE OF QUALIFICATION AS A TEACHER:			
TYPE OF TEACHER TRAINING: SECONDARY/PRIMARY (NURSERY, INFANT, JUNIOR)			
HAVE YOU SUCCESSFULLY COMPLETED YOUR PROBATIONARY YEAR?		YES/NO	
STATE SUBJECTS YOU ARE QUALIFIED TO TEACH:			
<p><b>Warning:</b> As this post is classed as having substantial access to children, appointment will be subject to a police check of any previous convictions. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>			

## 2. POST 18 EDUCATION AND TRAINING:

Please give information about all education received in the country or abroad and qualifications obtained including degrees with class and division and Teacher's Certificates.

### 2.1 UNIVERSITY DEGREE

Establishment Attended	Full-time or Part-time	Qualifications (indicate Class and Division)	Dates attended		Date of final exam
			From	To	

### 2.2 TEACHING QUALIFICATION

Establishment Attended	Full-time or Part-time	Qualifications (indicate Class and Division)	Dates attended		Date of final exam
			From	To	

### 2.3 OTHER QUALIFICATIONS, FULL OR PART-TIME STUDY

Establishment Attended	Full-time or Part-time	Qualifications (indicate Class and Division)	Dates attended		Date of final exam
			From	To	

**2.4 OTHER COURSES AND INSET IN WHICH YOU HAVE BEEN INVOLVED IN THE PAST 3 YEARS AND WHICH YOU CONSIDER RELEVANT TO THIS POST**

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**3. EMPLOYMENT RECORD**

Please give details of all previous **experience** in chronological order below finishing with your present post and please give further details and any other information which you consider relevant to your application using a separate sheet.

**3.1 TEACHING:**

Education Authority or Employer	Name and Type of School or institution (Please state whether Nursery, Primary, Secondary, Comprehensive, Selective etc)	Age Range Single Sex or Mixed	Approx No. on Roll/or School Group	Post Held And Salary Grade	Full-Time or Part-Time	Reason for Leaving	Dates	
							From	To

**3.2 NON-TEACHING:** *(Please include all paid and unremunerated activity inc. family related break in service)*

Employer (if appropriate)	Post Title	Brief Description of Activity/Responsibility Or Duties			Full- Time or Part- Time	Dates	
						From	To

**4. ADVERTISEMENT:**

Please state where you saw this vacancy:

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**5. REFERENCES:**

Please nominate two referees (unless stated otherwise in the details of the post).  
If in employment one referee should be your present employer.

NAME:	NAME:
DESIGNATION	DESIGNATION
ADDRESS	ADDRESS
TELEPHONE NO.	TELEPHONE NO.

Do you agree to your present employer being contacted concerning this application?  
**YES / NO**

**6. REHABILITATION OF OFFENDERS ACT 1974**

For ALL posts within this school you are required before appointment to disclose any conviction, caution or binding over including “spent convictions”, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Disclosure will only be required if following interview it is considered that you are the most suitable applicant for the post.

**7. STATEMENT**

I can confirm that I am not on List 99 or disqualified from working with children.

To the best of my knowledge and belief the information contained in this form is accurate.

Signature: .....

Date: .....

**Please note:**

Following successful interview you will be asked to complete a Medical History Questionnaire.