##### BLANCHELANDE COLLEGE

##### APPLICATION FOR A TEACHING APPOINTMENT

**POST**

It is our preference for you to type your details into this form. If you are completing by hand, please use black ink, ballpoint/fountain pen as it will be necessary to photocopy your form.

*A curriculum vitae may be submitted, but you must still complete all sections of this form.*

*.*

Return this form with a detailed letter of application, giving your reasons for applying and demonstrating how you meet the key criteria for the post, to: Mr R. O’Brien, Principal, Blanchelande College.

|  |
| --- |
| 1. PERSONAL DETAILS |

|  |  |
| --- | --- |
| Surname (block capitals) | Forenames |
| Title (Mr/Mrs/Miss/Ms/Other) | Maiden/Previous Name |
| Home Address (block capitals) | Address for correspondence (if different) |
| Telephone numbers:  Home:  Mobile: | Email address (home) |
| Date of birth: / / | Place of birth: |
| DES/DFE/DFES number | What subjects and ages are you qualified to teach? |
| Do you have QTS status? YES NO *(delete as appropriate)* | Have you successfully completed a period of probation/induction? YES NO *(delete as appropriate)*  Date of completion / / |
| Do you hold a current valid certificate or permit pursuant to the Population Management (Guernsey) Law 2016?  YES NO  (delete as appropriate) |
| Type and reference number of Permit/ Certificate reference *(if known)*  Expiry date of Permit/ Certificate *(if any)* / / | |

|  |
| --- |
| 2. PRESENT/PREVIOUS POST |

|  |  |
| --- | --- |
| Present post | Are you: full time / part time *(delete as appropriate)* |
| Subjects taught | Age range taught |
| Name and address of school/institution | Name and address of employing authority or LEA *(if different)* |
| Type of school (e.g. secondary/primary/infant/junior/grammar/comprehensive/grant-maintained/special/college of further education) | |
| Number of pupils | Co-ed/boys/girls |
| Current annual salary £ | Date appointed to present post / / |
| Period of notice | Reason for seeking new employment |
| MPS point / UPS point / Leadership point (as applicable) | Additional Allowances |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. EMPLOYMENT HISTORY  Previous service, including temporary appointments, starting with the most recent. Please give full details as this section is used for salary assessment. | | | | | | |
| Name and type of school/institution | Age range | Post held and grade if applicable, if part-time, what percentage? | Subjects  taught | Date of service | | Reason  for  leaving |
| From  month/year | To  month/year |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. OTHER EMPLOYMENT | | | | |
| Employer’s name and address | Post held  (state if part-time or full-time) | Duties involved | Employment | |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 5. EDUCATION |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Secondary schools  (Secondary phase establishments only) | Dates attended | | Qualifications gained (GCSE, GNVQ, ‘O’Level, ‘A’Level) | | | |
| From | To | Subjects | | Grade | Date |
|  |  |  |  | |  |  |
| Colleges/Universities attended | Dates attended | | Part-time /  full-time | Qualifications gained (Subject, class, division) | | Date |
| From | To |  | |  |
|  |  |  |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. OTHER QUALIFICATIONS OR TRAINING RELATED TO CURRENT OR PREVIOUS EMPLOYMENT | | | |
| Name of professional body/ provider | Qualification acquired | Was membership gained by examination? | Date |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 7. CONTINUING PROFESSIONAL DEVELOPMENT  Please include any relevant courses, seminars or webinars you have attended in the last three years. | | |
| Course | Certification acquired (if applicable) | Dates |
|  |  |  |

|  |
| --- |
| 8. REFERENCES  Note: relatives may not be given as referees.  References will only be obtained once you have confirmed attendance at interview. |

|  |  |  |  |
| --- | --- | --- | --- |
| 1) This should be your current/ most recent employer. | | 2) Your second reference should not be from the same organisation as your current employer. | |
| Name  Position  Address  Telephone No  Email |  | Name  Position  Address  Telephone No  Email |  |
| 9. HEALTH RECORD  If it is necessary for you to provide details in answer to any part of this section, you may enclose the information in a sealed envelope marked ‘confidential health information’. Any appointment made will be subject to a satisfactory report on your health by the Occupational Health Department. | | | |
| How many days have you been absent from  work through ill health or injury over the past 12 months? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days | | | |
| *We make reasonable adjustments to our application process for candidates who indicate that, owing to a disability or other reasons, our arrangements might otherwise disadvantage them. If you require assistance or reasonable adjustments to be made for you during the application process, please advise us in advance.* | | | |

|  |
| --- |
| 10. GAPS IN EMPLOYMENT  As part of our Safer Recruitment Procedures, please list any gaps of more than three months in your education or employment history by providing dates and reasons for how the time was spent. |
|  |

|  |
| --- |
| 11. DECLARATION |

|  |
| --- |
| I DECLARE that the above answers are true and complete to the best of my knowledge and belief and may be used for registered purposes under the Data Protection Act. I understand that should I make a false statement by answering any of the above questions incorrectly I will, if appointed, be liable to termination of my contract with or without notice.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| 12. CRIMINAL RECORD CHECK |
| Any appointment made will be ‘subject to satisfactory disclosure’ through the completion of a Full Disclosure Criminal Record Check (DBS). All disclosure of a criminal background will be treated with the strictest confidence and checks will only be made in connection with your application for this post and for no other purpose. However, disclosure of a criminal record will not necessarily debar you from employment in this post – this will depend on the nature of the offence/s and the circumstances surrounding it/them. |

|  |
| --- |
| **13. DATA PROTECTION STATEMENT**  The data collected on this application form will be held in accordance with Data Protection (Bailiwick of Guernsey) Law, 2017 and  will be used by Blanchelande College only for purposes of recruitment/selection and employee administration. It will not be disclosed to any third party unless required by statute or through obtaining your express consent. |

|  |
| --- |
| **14. EQUAL OPPORTUNITY** |
| Blanchelande is committed to eliminating unfair discrimination and encouraging diversity amongst our workforce. The Principal and Governors are commitment to equality and fairness irrespective of sex, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination. |

**IF THERE IS ANY ADDITIONAL INFORMATION THAT YOU HAVE NOT BEEN ABLE TO FIT INTO THIS FORM,   
PLEASE ADD IT ON A SUBSEQUENT PAGE.**