



**MILLFIELD PREPARATORY
SCHOOL**
APPLICATION FOR A TEACHING POST
STRICTLY CONFIDENTIAL

Please type or write in black ink

POST to which this application refers

PERSONAL DETAILS (Block Capitals)

Title..... Surname..... Previous Surname

All Forenames.....

Date of Birth..... N.I. No

Present salary..... DFES No.....

Nationality.....

Address.....

Address for correspondence (if different from above)

Telephone Number (Work)(Home)

Mobile Number E-mail Address

School / Company Position held

Names, addresses, email addresses and telephone numbers of two referees. Indicate their professional relationship with you; for applicants currently teaching, one referee should be your present Headteacher.

Referee 1

Professional relationship.....

Referee 2

Professional relationship

EDUCATION, QUALIFICATIONS AND EXPERIENCE

Education (from age 16)

| School(s) | Dates | A Level subjects | Grade |
|-----------|-------|------------------|-------|
| | | | |

Higher Education (indicate whether full or part time)

| University/College | Dates | Qualification | Subject(s) | Class |
|--------------------|-------|---------------|------------|-------|
| | | | | |

Professional Qualifications (teaching and other)

| University/College Awarding Body | Dates | Qualification | Subject(s) |
|-------------------------------------|-------|---------------|------------|
| | | | |

Other specialist qualifications, with dates

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.....

Extra-curricular Activities give details of activities (e.g. games, outdoor pursuits), stating your experience and qualifications.

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Pastoral give details of pastoral experience.

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TEACHING EXPERIENCE

Include full name of school, age range, your status and reason for leaving.

| Teaching Post(s) | Dates | | Reason for Leaving |
|------------------|-------|----|--------------------|
| | From | To | |
| | | | |

NON-TEACHING EXPERIENCE

| Post(s) | Dates | | Reason for Leaving |
|---------|-------|----|--------------------|
| | From | To | |
| | | | |

FURTHER INFORMATION IN SUPPORT YOUR APPLICATION AND THE COMPLETED DECLARATION FORM SHOULD BE POSTED TO THE PERSONNEL DEPARTMENT WITH THIS FORM. YOU MAY WISH TO INCLUDE A PREPARED CURRICULUM VITAE.

Please turn over

PROFESSIONAL DEVELOPMENT

- Outline in-service training you have undertaken in the last three years

| Course Details | Length | Date | Organised by |
|-----------------------|---------------|-------------|---------------------|
| | | | |

Continuation:

Do you hold a current drivers licence?

Do you have any driving convictions?

Licence Number:

Year you obtained your licence:

NOTES

1. It is our practice to contact referees prior to the interview process.
2. Candidates are reminded that canvassing of members of the School's Governing Body will disqualify their application.
3. Individuals whose qualifications have been obtained outside ENGLAND AND WALES should attach a copy of their letter of recognition from NARIC.
4. Completed application forms should be submitted with a letter of application by the published deadline. Guidance for the contents of the letter of application will be found in the details about the post. You may also wish to include a prepared curriculum vitae.

Data Protection Act 1998 - The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be sensitive personal data.

I hereby certify that the entries on this form are complete and correct to the best of my knowledge.

Signed:

Date: