



**Confidential  
Teachers'  
Application Form**

Please complete this form in black ink so we can obtain clear photocopies.

1. Job Details		
Application for the post of:		
2. Personal Details		
Family Name/Surname:	First Name(s):	Title e.g. Mr/ Mrs/Miss/Ms:
Address:		Postcode:
Work telephone number:	Home telephone number:	
Email address:	Mobile telephone number:	
National Insurance No:	Date of Birth:	
If you are currently employed, may we contact you discreetly at work?		<b>YES/NO</b>
Do you have regular use of a vehicle for work?		<b>YES/NO</b>
<b>Equality Act (2010) – Disability</b>		
We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the Equality Act definition and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview.		
The Equality Act states that “a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.		
▪ Do you consider yourself to have any disabilities? <b>YES/NO</b>		
Please state any arrangements you would like us to make to assist you if you are called for interview:		

3. Education and Qualifications		
Secondary School:	From:	To:
University:	From:	To:
Qualification Gained:	Date	

4. Training, and/or Membership of Professional Bodies	
<p>Include any information here that is relevant to the job for which you are applying, e.g. tell us about any qualifications that you are studying for currently. List any training courses or conferences/seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g. examination, nomination, experience. etc.</p>	
	Relevant dates:

5. Present Employment		
Name of Work Employment or Organisation:		
Brief outline of duties:		
Post Title:	Date From:	To:

## 6. Previous Employment

Please list the most recent experience first and indicate the fraction of full-time where any post was part-time.

Name of School & Authority or Organisation	Type of School & No. on Roll	Post Held & Salary/point	Period of Service From                      To Month/Year Month/Year	Reason for leaving

## 7. References

Please give the name, address and contact number of two employers who can provide us with an assessment of your suitability for this post. One of the referees should be your current employer or most recent employer if you are unemployed. You must include a reference from a previous employer where you have worked with children. If you are at college or have recently left, please give the name of your teacher or lecturer.

**References will be taken up at the shortlisting stage.** Please put an 'X' in the box if you do not wish us to contact either referee before informing you.

<input type="checkbox"/> First Reference	<input type="checkbox"/> Second Reference
Name:	Name:
Job Title: Address:	Job Title: Address:
Work relationship:	Work relationship:
Tel:   Postcode:	Tel:   Postcode:
Email address:	Email address:

## 8. Further Information please read the enclosed guidance notes before completing this section

### i. Authorisation to Work in the UK & Points-Based System

To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES/NO**

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country. **YES/NO**

See guidance notes for a list of EEA countries and further information on authorisation to work in the UK.

### ii. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Before any person is appointed to a post which involves substantial access to children, Ss Mary & Marina Greek School has a duty to process a Disclosure & Barring Service Application to check for any criminal convictions, cautions, bindovers or pending prosecutions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes, are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974 (as updated by the Legal Aid, Sentencing & Punishment Act 2012). For this reason if you are shortlisted for this post you will be asked to provide more detailed information. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application you will be acknowledging that you understand a DBS check will be made.

- Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **YES/NO**

If you answered **yes** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form.

## Declaration

By completing this form and otherwise supplying information to Ss Mary & Marina Greek School you agree that we may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes (and subsequently if you are employed by SsMary & Marina Greek Scool, for payroll purposes, to measure and record progress in the school including training, grievance, capability and disciplinary procedure and warnings, management of sickness absence and as required or permitted by statute or regulation and generally as necessary under the employment relationship and the school's legitimate activities).

Application forms for unsuccessful candidates are retained by the admin / hiring staff and will be destroyed 6 months after the appointment date.

### **Declaration:**

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.

Signed:

Date:

## What to do Next?

Please email your application form **directly to Ss Mary & Marina Greek School at the email addresses:**

[agiamarinacommunications@hotmail.com](mailto:agiamarinacommunications@hotmail.com) / [eranou\\_agiamarina@outlook.com](mailto:eranou_agiamarina@outlook.com)

Thank you.