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| **JOB APPLICATION FORM – PART 1** | |
| Please note that you will also need to **complete Part 2 of this application form**. Part 2 is retained by the Human Resources department and not made available for shortlisting.  Your application and personal information will be processed in accordance with Data Protection legislation. You can read full details of our privacy notice for job applicants on our website [www.sgmc.ac.uk](http://www.sgmc.ac.uk).  Both Part 1 and Part 2 of the completed job application form should be emailed to [recruitment@sgmc.ac.uk](mailto:recruitment@sgmc.ac.uk). | |
| **POST APPLIED FOR:** |  |

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| **YOUR DETAILS:** | |
| First name: |  |
| Known as (if different from your first name): |  |
| Surname: |  |
| Do you hold a recognised teaching qualification? |  |
| Do you have Qualified Teacher Status? (QTS or QTLS)? |  |
| Your DFE/Teacher Reference Number: |  |
| What Subject/courses are you most experienced in teaching? (Where applicable) |  |
| What other subjects/courses do you have experience in teaching? |  |

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| **CURRENT/MOST RECENT EMPLOYMENT** | | | |
| Name of your current or most recent employer: |  | | |
| Employer address: |  | | |
| Position held: |  | Start date: |  |
| Salary: |  | Leaving date: |  |
| Pay grade/Spine Point: |  | Notice period: |  |
| Reason for leaving (if no longer employed): |  | | |
| Please give a brief description of your main duties below: | | | |
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| **WORK HISTORY** | | | | |
| Please list your most recent work first and continue backwards. You should also indicate any gaps in your work history and detail the reason for this. If necessary, you can continue details of your employment history on a separate sheet. | | | | |
| Employers name and location: | Position held: | Start date: | End date: | Reason for leaving: |
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| **EDUCATION AND QUALIFICATIONS** | | | | |
| Please list all qualifications, beginning with your most recent. | | | | |
| Name of School, College, University, Institution: | Date started: | Date finished: | Type of course/Subjects: | Grade(s) achieved: |
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| **PROFESSIONAL QUALIFICATIONS/ MEMBERSHIPS** | | |
| If you hold membership of any professional bodies, please detail them here: | | |
| Type of membership/qualification | Awarding body/institute | Date achieved (mm/yyyy) |
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| **RELEVANT TRAINING** | |
| Please give details of any relevant training, which support your application. An exhaustive list of previous training courses will not be required. | |
| Type of training: | Date completed (mm/yyyy) |
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| **PERSONAL STATEMENT** |
| Please use this section to demonstrate how you meet the requirements of the post as described in the person specification. You should include details of any relevant experience or facts about yourself that you consider relevant in demonstrating your suitability for the post. You may use of to two sides of A4. |
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| **DECLARATION** | | | |
| I declare that the information given in this application form is correct. | | | |
| Your name: |  | | |
| Signature: |  | Date: |  |

**Note:** The information you have provided will be processed in accordance with data protection legislation. You can read further details on how and why we process your data within our privacy notice for job applicants. This is available on our website [www.sgmc.ac.uk](http://www.sgmc.ac.uk).

Any false, incomplete or misleading statements on this application form may lead to the withdrawal of a job offer, or dismissal if you have already started employment.

Please also ensure that you complete Part 2 of the application form and send **BOTH** documents to [recruitment@sgmc.ac.uk](mailto:recruitment@sgmc.ac.uk).

*Sir George Monoux College has a strong commitment to safeguarding students and safe recruitment. All posts are subject to enhanced DBS clearance.*