



# TWYFORD CHURCH OF ENGLAND HIGH SCHOOL



## APPLICATION FORM FOR NON-TEACHING POST

This form will be photocopied. Please complete in BLACK ink, with at least this page in your own handwriting

Post applied for: .....

Title:..... Surname: .....  
Previous Surname (if applicable): .....  
Present Address: .....  
.....  
.....  
Nationality: .....  
NI Number: .....  
Telephone (Home): .....  
E-Mail: .....

Forenames: .....  
Date of Birth: .....  
Home Address: (if different): .....  
.....  
.....  
Do you hold QTS? Yes  No  Date awarded .....  
GTC Number (if available): .....  
Telephone (Work): .....  
Mobile Number: .....

Please give the name and address of two referees, one of whom should be your present or most recent employer, the other person who can vouch for your professional work.

2. Name: .....  
Address: .....  
.....  
.....  
Job Title: .....  
Telephone: ..... Fax: .....  
Mobile: .....  
E-Mail: .....

1. Name: .....  
Address: .....  
.....  
.....  
Job Title: .....  
Telephone: ..... Fax: .....  
Mobile: .....  
E-Mail: .....

References will be taken up before any offer of employment is made. Reference may be made to your present or most recent employer if not quoted above. If you do not want us to do this, please tick the box

Are there any restrictions on your being resident or being employed in the UK? Yes  No

If there are restrictions please provide further details including the expiry date: - .....  
.....

The Governors invite you, if you wish, to give the name of a priest/minister/religious leader as a further referee.

Name of priest/minister/religious leader: .....  
Address: .....  
.....  
Telephone: ..... E-Mail: .....  
Mobile: ..... Fax: .....

## EDUCATION & TRAINING (From Secondary Level)

Secondary School(s) & Addresses	From	To	Examinations Passed	Dates
College of Further Education	From	To	Subjects	Qualification & Date of Award
Higher Education/Other Qualifications	From	To	Subjects	Qualification & Date of Award
Professional and other Qualifications				

Please list in order (most recent job first) the organisations you have worked for, both full and part-time, paid or unpaid (including relevant voluntary work).

### PRESENT OR MOST RECENT EMPLOYER'S DETAILS

Name ..... Address.....  
 .....

Phone Number ..... Your Job Title .....

Details of position

.....  
 .....  
 .....

Dates of Employment: From..... To..... Current Salary .....

Reason for leaving: .....

## EMPLOYMENT HISTORY CONTINUED

Name..... Job Title.....

Main Duties and Responsibilities: .....

Dates Employed: From ..... To..... Reason for Leaving .....

Name..... Job Title.....

Main Duties and Responsibilities: .....

Dates Employed: From ..... To..... Reason for Leaving .....

Name..... Job Title.....

Main Duties and Responsibilities: .....

Dates Employed: From ..... To..... Reason for Leaving .....

Please list other employment below:

.....  
.....  
.....

## RELEVANT COURSES ATTENDED DURING THE LAST FIVE YEARS

Course	From	To

## SUPPORTING LETTER

Your application should be supported by a letter addressing the criteria in the person specification for this post. Please give details of your experience, skills, abilities and any additional information which you think would be useful in this post. This may include spare-time activities, unpaid work, voluntary work, languages spoken etc. This letter should be written separately and enclosed with this form. If it is handwritten, black ink should be used so that it may be copied easily.

This supporting letter should not be more than 2 sides of A4 (12pt)

If you are a practising member of a Christian Church, please state the name and address of the Church which you attend:

We welcome as teachers in this school, people of many faiths and cultures. We do, however, ask that they are in sympathy with the aims of this Church of England School. Please state why this school is an appropriate choice for you.

**Criminal History**

The position you are applying for involves contact with children & is exempt from the Rehabilitation of Offenders Act 1974 & all subsequent amendments (England & Wales). For this position you are not entitled to withhold information about police cautions, "bind overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound over" or given a caution? YES  NO

If Yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

You should be aware that if your application is successful you will be required to obtain a CRB Disclosure at the appropriate level

**Work Status**

I understand that, under the terms of the Asylum and Immigration Act 1996, should I be short-listed for the post for which I am applying,

I will provide for the Governing Body, as employer, an original document\* showing my entitlement to work in this country.

*\*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, and/or visa or any relevant authorisation allowing you to work in this country.*

Successful candidates may be required to produce proof of identity and proof of qualifications and may be requested to undergo a medical examination

How did you learn about this vacancy? (Tick as appropriate)

Local Newspaper:  School Website:  Elsewhere (please specify)  .....

When could you take up your duties if appointed? .....

- I confirm that to the best of my knowledge the information on this form is correct.
- I will be able to produce certificates, which confirm my academic and professional qualifications
- I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.
- I declare that I am not on List 99 or disqualified from working with children.
- I consent to the processing of personal data as defined in the Data Protection Act 1998
- I understand that if my application is successful I will be required to reapply for a CRB Enhanced Disclosure at the appropriate level

Signature: .....

Date: .....

*Under the terms of the Date Protection Act 1964, the information supplied will be treated in confidence, but may be used internally for other registered purposes*

PLEASE RETURN THIS FORM AND YOUR SUPPORTING LETTER TO:  
The Headteacher, Twyford Church of England High School, Twyford Crescent, Acton, London W3 9PP  
Tel: 020 8752 0141 Fax: 020 8993 4974

**Medical History – This section will be removed before short-listing**

1. Do you have any disability as defined by DDA which would have an adverse effect on your ability to carry out normal day to day duties? YES  NO   
Registered number if registered disabled:
  
2. If the answer is Yes, please give details and say what adjustments would need to be made to enable you to fulfil the job description
  
3. Give details of any serious illness or operations that you have had
  
4. Do you suffer from any recurring illness? If Yes, please give details. YES  NO
  
5. How many days sick leave have you had in the last 2 years: ..... If more than 5 days in a year please give details