



BALLARD SCHOOL

Fernhill Lane, New Milton, Hampshire BH25 5SU

APPLICATION FORM

Please note:

Please complete this form in black ink and print form if possible. This form can be downloaded from the school website www.ballardschool.co.uk but must be received at school as a signed and dated hard copy. All sections must be completed fully for this application to be accepted.

Application for post:

Mr/Mrs/Miss/Ms (tick appropriate)

Full Name:

Former names (s) if appropriate

Home Address:

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Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Home Email:

Date of Birth:

(This is not discriminatory but required to ensure the correct identification of the candidate.)

Your National Insurance Number:

Your Dfes reference number (teachers):

Do you have Qualified Teacher status (QTS)?

Are you registered with the GTC for England?

Current Work Address:

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Post Code:

All Qualifications/Relevant Courses: (Please include relevant dates and awarding institutions)
Original copies will be required at interview. Photocopies are not acceptable.

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Please list any special areas of interest/hobbies:

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Present Employment:

- Name of Employer
- Address of Employer
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- Please provide details of your current job description and title:
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- Reason for leaving:
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- Current gross salary (indicating any additional amounts for responsibilities)
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Employment and Training History

Please provide a full history of your career since leaving school:

(Include a reverse chronological record and all relevant dates, job titles. Please explain any gaps in your employment/training history)

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Please explain any gaps in your employment history

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Please declare if you have a family or close relationship to existing employees or employers at Ballard School (including counsellors and governors). If 'none' please write 'none' but if 'yes' please explain the relationship.

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Referees **Note:** Please supply details of at least **two** of which one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Open references or testimonials will not be accepted. Please also note that your current or recent employer will be asked about disciplinary offences relating to children (including any for which the time penalty is expired), and whether you have been subject to any child protection concerns (and if so the outcome of any enquiry or disciplinary procedure).

Name:

Title:

Work Address:

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Work Tel. No:

Work email:

Home email:

Home Tel. No:

In what capacity do you know this person?

Name:

Title:

Work Address:

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Work Tel. No:

Work email:

Home email:

Home Tel. No:

In what capacity do you know this person?

Name:

Title:

Work Address:

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Work Tel. No:

Work email:

Home email:

Home Tel. No:

In what capacity do you know this person?

Personal Statement

Please provide a personal statement in relation to the job description and person specification related to this post.

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Please give your reasons for applying for this post:

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Health

Please indicate if there are any health reasons that would preclude you from carrying out your duties in relation to the post advertised. This should include a statement of disability or long-term illness (physical or mental)

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Criminal Record

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Please declare all such convictions, cautions and bind-overs in a separate letter marked 'confidential – disclosures' and attach it to this form.

Please now answer these questions with Yes or No.

- 1. Do you have any convictions, cautions and bind-overs to declare?
- 2. Are you on List 99?
- 3. Have you been disqualified from working with children?
- 4. Are you subject to sanctions imposed by a regulatory body such as the General Teaching Council (GTC)? If 'yes' please give details).

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Check list for those invited for interview:

1. Please bring photo identification such as a driving licence or a passport.
2. Please bring original certificates for your qualification.
3. If you already have a CRB disclosure please bring the original but also note that a further CRB check will be needed.

Declaration

I declare that the information provided in this document is true and accurate. Please note that providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been appointed, and possible referral to the Police.

Signed: **Date:**