

**JOB APPLICATION FORM (ACADEMIC)**

Post Applied for: **TEACHER OF BIOLOGY (Commencing September 2024)**

Please complete this form clearly. Applicants are invited to write a letter of application outlining their suitability for the advertised post, together with their CV. Please continue on a separate page if needed and indicate any continuation on this form. Applicants must sign the declaration on the back page and return all completed documentation to the Headmaster by email to [headmaster@hymers.org](mailto:headmaster@hymers.org) **NO LATER THAN 12PM ON FRIDAY 10TH MAY WITH INTERVIEWS TO TAKE PLACE FRIDAY 17TH MAY.**

**1. PERSONAL DETAILS**

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| --- | --- | --- | --- |
| **Surname:** |  | **First Names:** |  |
| **Previous Surname:** |  | **Any other previous name changes:** |  |
| **Title:** |  | **NI Number:** |  |
| **Teacher DCSF No:** |  | | |
| **Home Address:**  **Postcode: Email:**  **Telephone Number: Mobile Number:** | | | |

**2. QUALIFICATIONS**

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| --- | --- | --- |
| **A Level Qualifications etc**  **(Subjects and grades)** | **Name of Institution** | **Date of Award** |
|  |  |  |
| **Degrees, Diplomas, Post Graduate Qualifications** **stating subjects, grades**  **& class of degree etc** |  |  |
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Do you have Qualified Teacher Status (QTS)? **YES/NO**

**3. Current Employment Details**

Please give details of your current employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer/**  **LEA** | **Name & Type of School** | **No. on Roll** | **Job Title** | **From** |
| **D/M/Y** |
|  |  |  |  |  |
| **Current Salary** | |

**4. TEACHING EXPERIENCE**

Please give details of your previous teaching experience.

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| --- | --- | --- | --- | --- | --- | --- |
| **Employer/**  **LEA** | **Name**  **& Type of School** | **No. on Roll** | **Job Title** | **From** | **To** | **Reason for Leaving** |
| **D/M/Y** | **D/M/Y** |
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**5. OTHER EMPLOYMENT EXPERIENCES**

Please include full-time, part-time and voluntary positions

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| --- | --- | --- | --- | --- |
| **Employer** | **Job Title/Responsibilities** | **From** | **To** | **Reason for Leaving** |
| **D/M/Y** | **D/M/Y** |  |
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**6. REFEREES**

Please provide details of TWO referees, who have recent professional knowledge of your work, one must be your present employer or last employer, if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends.

## PRESENT EMPLOYER

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECOND REFEREE**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee who could comment on your suitability to work with children**

**THIRD REFEREE**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. ONLINE SEARCHES

In accordance with paragraph 220 of KCSIE, to enable the School to carry out the necessary online checks, please provide details of your online profile, including account names and social media handles.

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Please note that we will not carry out any searches unless your application is shortlisted for interview and you are not required to provide account passwords, or to grant access to private social media accounts.

Any information generated from online searches will be entered in an ‘Online search results record’.

8. DECLARATION OF CRIMINAL CONVICTIONS

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare information about convictions, past cautions or prosecutions pending. The amendments to the Exceptions Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website.

**Should your application be shortlisted for interview you will be required to complete an Additional Job Application Question – Disclosure of Criminal Background. Your interview will not proceed without this form.**

**Hymers College is committed to attracting and retaining the very best staff, ensuring that the staff community reflects the diversity of students and local community. We encourage applications from a diverse field of candidates. The appointment will be made on merit, following a fair and transparent process.**

**9. DECLARATION**

I certify that the information given on this form is correct and complete to the best of my knowledge.

Signed ………………………………………….......................................................................... Date ………………….………………………………

Please advise the School if you require any adjustments to be made for your interview for reasons of disability.

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**Please tell us where you heard about the vacancy?**

\*Hymers Vacancies / TES / Indeed / Facebook / Twitter / LinkedIn / Word of mouth / Other

If you have stated ‘other’, please provide more information:

\* Delete as appropriate

Please e-mail your completed application to:

The Headmaster, Hymers College, Hymers Avenue, Hull, East Yorkshire, HU3 1LW.

Email: [headmaster@hymers.org](mailto:headmaster@hymers.org) Telephone: (01482) 343555 www.hymerscollege.co.uk