



# Simon Langton Grammar School for Boys

Langton Lane, Nackington Road, Canterbury CT4 7AS Telephone 01227 463567

## Application for Employment

*Your application will be treated in the strictest confidence*

*Please complete using black ink or type.*

<b>Position Applied for:</b>	
<b>Closing Date:</b>	
<b>Title and Last Name</b>	
<b>First Name(s)</b>	
<b>Date of Birth:</b>	
<b>Home Address</b>	<b>Address for communications</b> <i>(if different)</i>
<b>Post Code</b>	
<b>Home Telephone Number</b>	<b>Alternative Telephone Number</b>
<b>Email address:</b>	<b>Teacher Number (if applicable)</b> <i>(required to meet DfCSF Safeguarding Children and Safe Recruitment guidelines)</i>

<b>Name and address of current employer</b>	<b>Your job title</b>
<b>Date Started</b>	<b>Salary</b>
<b>Main Duties and Responsibilities</b> (please continue on a separate page if necessary)	

**Qualifications Achieved from Secondary, Higher and/or Further Education**

School/College/University	Qualifications	Grade and Year taken

**Previous Employment**

*You must explain any gaps in your job history and give details of all employment. Please use a separate page if necessary.*

Name and full address of employer	Dates	Job held

**Membership of Professional Organisations and Institutions**

Name	Date Achieved	Membership status	By examination? (Yes/No)

**Other Skills and Interests – including languages (spoken/written), computers, etc**

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**Details of any public duties, community or voluntary work experience**

**Work Permit**

Do you need a work permit to be employed in the UK?  
Please tick appropriate box

 Yes No

**National Insurance Number**

(You can obtain this information from the department of Social Security)

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If appointed you will be required to produce documentary evidence of your National Insurance Number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

**Referees**

Please give details of two people to whom you are not related and to whom a request for a reference can be made. One should be your current employer or, if you are unemployed, your last employer. In the case of school/college/university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

<b>Name</b>	
<b>Relationship to you</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Telephone No.</b>	

<b>Name</b>	
<b>Relationship to you</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Telephone No.</b>	

May we contact prior to interview?

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### **Criminal Offences**

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service to the school's satisfaction. We would also ask that you make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Disclosure and Barring Service.

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### **Reasons for Application**

On a separate sheet of A4 paper to be attached to this form, please give your reasons for applying for this post, including any experience or skills which you feel demonstrate your suitability for this post.

### **Declaration**

*I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.*

Signed ..... Date .....

### **THE SCHOOL'S PRIVACY NOTICE FOR APPLICANTS**

is available on the school's website [www.thelangton.org.uk/app/uploads/2018/03/Privacy-policy-for-Applicants-for-website.pdf](http://www.thelangton.org.uk/app/uploads/2018/03/Privacy-policy-for-Applicants-for-website.pdf) or is available on request from the school (office@thelangton.kent.sch.uk)

## Equalities Monitoring

### Ethnic Origin

Please tick one box only, indicating the category that best describes your ethnic origin.

<b>White</b>	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other white background (please specify)	<input type="checkbox"/>

<b>Black or Black British</b>	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other black background (please specify)	<input type="checkbox"/>

<b>Mixed</b>	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background (please specify)	<input type="checkbox"/>

<b>Asian or Asian British</b>	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background (please specify)	<input type="checkbox"/>

Chinese	<input type="checkbox"/>
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Any other Ethnic Group (please specify)	<input type="checkbox"/>
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