**THE TUTORIAL FOUNDATION**

JOB APPLICATION FORM FOR EDUCATION STAFF

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| Application for post of: | Please complete and email back to: [sen@thetutorialfoundation.co.uk](mailto:sen@thetutorialfoundation.co.uk)  Alternatively please send to:  Karen Turner  The Tutorial Foundation  76 Freelands Road  Bromley  Kent BR1 3HY  Contact Number: 020 8460 0181 |
| Where did you see or hear about this post? |

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| **PERSONAL DETAILS** | |
| Title:  First Name:  Middle Name(s):  Surname:  Any Previous Names: | Date of Birth: |
| My gender is: Female**/** Male |
| National Insurance Number: |
| Address:  Postcode: | Daytime Contact No:  Mobile No:  Email Address: |

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| **PRESENT OR MOST RECENT EMPLOYMENT** | |
| Name employer:  Address of employer:  Post held (job title):  Date started: Until: | Brief description of duties:  Basic salary per annum:£  Notice period required / date available to commence: |

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| **DAYS,TIMES AND THE NUMBER OF HOURS YOU ARE AVAILABLE TO WORK** |
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| **EDUCATION AND QUALIFICATIONS**  Please give brief details of courses attended and examination results. | | |
| Dates attended from mm/yy to mm/yy | School | GCSEs results ((subject, level, grade) |
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| Dates attended from mm/yy to mm/yy | School/College | A-Level results (subject, level, grade) |
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| **HIGHER EDUCATION / PROFESSIONAL QUALIFICATIONS** | | |
| Dates attended from mm/yy to mm/yy | Educational establishment attended | Examination results |
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| **CONTINUING PROFESSIONAL DEVELOPMENT RELEVANT TO THIS APPLICATION** | | |
| Dates attended | Course title / results if appropriate | Educational establishment attended |
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| **OTHER QUALIFICATIONS, MEMBERSHIP OF PROFESSIONAL BODIES.** | | |
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| **PREVIOUS EMPLOYMENT OTHER THAN TEACHING (most recent first)**  Please briefly outline reasons for gaps in your career that are not explained in this or the next section. | | | | | | | | | | |
| From mm/yy to mm/yy | | Employer’s name and address | | Job Title | | Responsibilities and achievements | | | Reason for leaving | |
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| Please continue on the continuation sheet if necessary. | | | | | | | | | | |
| **TEACHING EXPERIENCE (**Please put most recent first and complete all columns) | | | | | | | | | |
| From  mm/yy | To  mm/yy | | Organisation  (Name – type of school or establishment) | | Part time (state hrs. per week/or Full time) | | Post title | Responsibilities and achievements | |
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| **RELEVANT EXPERIENCE / SKILLS AND ABILITIES** | |
| Please support your application with a statement in which you explain how you meet the requirements of the post which you are applying for. You may also wish to set out how you would draw on your experience and achievements if appointed to the post. Please include details of any relevant unpaid voluntary work. | |
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| Please continue on the continuation sheet if necessary. | |
| **REFERENCES**  Please give names and addresses of two people who can verify your employment record and give information about your suitability for the post. One should be your present/most recent employer. | |
| Name:  Job title:  Address:  Tel:  Fax \* :  Email \* :  \* A fax number or email address **must** be provided  In what capacity do you know this referee: | Name:  Job title:  Address:  Tel:  Fax \* :  Email \* :  \* A fax number or email address **must** be provided  In what capacity do you know this referee: |
| ***Referees will be contacted if you are shortlisted*** | |

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| **MONITORING – EQUALITY AND DIVERSITY** | | |
| The Tutorial Foundation has an Equal Opportunities Employment Policy to ensure that all applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, sex, disability, sexuality, age unrelated criminal conviction.  Please complete the following by ticking the relevant boxes.  I would describe my race or ethnic origin as: | | |
| White UK | White Irish | White other |
| Greek/Greek Cypriot | Turkish/Turkish Cypriot | Black other |
| Black African | Black Caribbean | Other Asian: |
| Indian | Pakistani |  |
| Bangladeshi | Chinese |  |
| Any other group: please specify: | | |
| I have a disability which I would like The Tutorial Foundation to know about YES/NO  If yes please give details: | | |
| **DISCLOSURE OF CRIMINAL BACKGROUND**  Posts that involve access to children | | |
| The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose ALL of their previous criminal convictions, including ‘spent’ convictions, bindover orders, cautions and any criminal accusations.  If the post that you are applying for involves such access you will be required to make the above disclosures and consent to the Council verifying the accuracy of your response with the Metropolitan Police, if your application is successful.  All disclosures of criminal background are strictly confidential. Checks are made only in connection with your application for employment with children and for no other purpose.  Disclosure of a criminal background will not necessarily debar you from employment -this will depend upon the nature of the offence(s), frequency and when they occurred.  If you require further information, please contact HR Direct on 020 7974 6655.  Any offer of employment will not be confirmed where there is a failure to give relevant information. | | |
| **Have you ever been convicted or accused of a criminal offence?**  Y**ES / NO** | | |

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| **PREVENTION AND DETENTION OF FRAUD** |
| This LA/School/Governing Body is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the **LA** for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. |

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| **DECLARATION** |
| Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed with copies of relevant documentation, your application will not be considered.  Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be liable to be summarily dismissed. If appointed you will be asked to provide an original copies ID such as your passport and your birth certificate and if required for the post, proof of professional qualifications.  I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.  I do/ do not\* require a work permit to take up employment in the United Kingdom (\*please select appropriate)  Signature: Date: |
| **CONTINUATION SHEET** |