**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 post to:  Katy Harris  The Tutorial Foundation ,76 Freelands Road  Bromley, Kent BR1 3HY  Contact Number: 020 8460 0181 |
| Where did you see or hear about this post? | |
| **PERSONAL DETAILS** | | |
| Title:  First Name:  Middle Name(s):  Surname:  Any Previous Names: | | Date of Birth: |
| My gender is: Female**/** Male/Prefer not to say |
| National Insurance Number: |
| Address:  Postcode: | | Daytime Contact No:  Mobile No:  Email Address: |
| **RIGHT TO WORK IN THE UK** | | |
| Do you have the right to work in the UK?  ☐ Yes ☐ No | | |
| If yes, please tick box  UK citizen ☐ EU settled status ☐ Skilled worker visa ☐ Graduate visa ☐ Youth mobility visa ☐ Other – please give details: | | |
| Have you spent time living and/or working outside of the UK?  ☐ Yes ☐ No | | |
| If yes, please give details, including countries and relevant dates: | | |
| **EMPLOYMENT HISTORY** | | |
| 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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| **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 is an equal opportunities employer and welcomes applications from all suitably qualified candidates. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.  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 | | |
| Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 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, bind over orders, cautions and any criminal accusations.  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. | | |
| **SAFEGUARDING NOTICE** | | |
| Please see our Child Protection & Safeguarding Policy: [Policies - The Tutorial Foundation](https://thetutorialfoundation.co.uk/day_school_home/policies-3/) or request a copy via email.  The Tutorial Foundation is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders. | | |
| **Have you ever been convicted or accused of a criminal offence?**  Y**ES / NO** | | |

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| **PREVENTION AND DETENTION OF FRAUD** |
| This Local Authority/School/Advisory Board 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** |