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**Application Form: Teaching Staff**

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| **Position:** | **Head of Geography** |
| **Start Date:** | **September 2025** |

**Personal Information**

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| **Preferred Title** |  |
| **Surname** |  |
| **Former Surname(if applicable)** |  |
| **First Name(s)** |  |
| **Preferred Name** |  |
| **Marital Status** |  |
|  |  |
| **Current Address and Postcode** |  |
| **Contact Number** |  |
| **Email Address** |  |
|  |  |
| **NI Number** |  |

**Teaching Information**

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| **Do you have QTS?** |  |
| **Please provide your Teacher Reference Number:** |  |
| **Please provide full details of membership of any professional bodies.** |  |

**Professional Development**

Please provide details of any professional long and short courses that you have attended in the last three years.

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| **Long Courses** |
| **Name of Course and Award Gained** | **Provider** | **Full Time/Part Time/Seconded** | **Dates from and to** |
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| **Short Courses** |
| **Name of Course and Award Gained** | **Provider** | **Full Time/Part Time/Seconded** | **Dates from and to** |
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**Academic and Vocational Qualifications**

Please provide details of all the academic and vocational qualifications that you hold.

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| **Award / Qualification** | **Awarding Body** | **Date Obtained** | **Grade****(if appropriate)** |
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**Further Education and Employment History**

Please provide full details of all positions held and of all training / further education employment, self-employment and unpaid work since leaving secondary education.

* Please start with your current or most recent employer
* In each case, please give the reason for leaving employment
* Please include your current notice period (if applicable)
* Please provide explanations for periods not in employment, further education or training

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| **Employer/Training Establishment** | **Start Date** | **End Date** | **Position Held** | **Reason for Leaving / Notice Period** |
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**Your Current Role**

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| **What is your current salary?** |  |
| **Do you receive any additions? For example, responsibility allowance?** |  |
| **How many working days have you been absent in the last two years due to illness?** |  |
| **How many working days have you been absent for other reasons? (For example, training or compassionate leave)** |  |

**Supporting Statement:**

Please set out below a statement in support of your application. This should detail your personal qualities and experiences and address the criteria in the person specification for this post.

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**Your Hobbies and Interests**

Please give details below of any particular hobbies or interests that you may have, or any previous experience that you have not already listed.

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**Your References**

Please provide details of at least two professional referees. Please note that one of these should be your current or most recent employer.

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| **Referee 1** |
| **Name** |  |
| **Position** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **May we contact this referee prior to interview?** |  |

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| **Referee 2** |
| **Name** |  |
| **Position** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **May we contact this referee prior to interview?** |  |

**Declarations**

1. **Safeguarding**

We take our commitment to Safeguarding very seriously. Please note that **it is an offence** to apply for this role if you are barred from engaging in regulated activity relevant to children.

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| **Are you disqualified from working with children?** | Yes / No |
| **Are you subject to any sanctions from a regulatory body (for example, The General Teaching Council)?** | Yes / No |

1. **Relationships**

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| **Do you have a close relationship with a member of the school’s Governing Body, or with a member or senior official of the organisation that has responsibility for the school?**  | Yes / No |
| **If yes, please give details below:** |
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(Please note that failure to disclose such a relationship may result in disqualification).

1. **Medical Fitness**

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| **I declare that (a) I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post for which I have applied, and (b) I understand that any offer of employment made will be conditional on verification of medical fitness, if necessary.** | Yes / No |

1. **Data Protection**

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| **I understand that the information I have given in this Application Form will be used to process my application and will be stored and used in a confidential manner. If I am successful, I understand that the information will be used to administer my employment.**  | Yes / No |
| **I understand that Castle Court School may check the information provided on this form with third parties.** | Yes / No |

1. **This Application**

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| **I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.**  | Yes / No |

**Signature:**

**Date:**

**Equal Opportunities Monitoring Form**

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

Castle Court School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignments, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

You are not obliged to complete this form, but it is helpful to the School in maintaining equal opportunities. All information provided will be treated in confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy.

Please complete the questions below as you feel is most appropriate for you.

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| **What position are you applying for?** |  |
| **How would you define your ethnic group? (please highlight one description below)** |
| **Asian or Asian British ->** | Indian | Bangladeshi | Pakistani | Any other Asian Background |
| **Black or Black British ->** | Caribbean | African | Any other Black Background |
| **Chinese or other Ethnic Group ->** | Chinese | Other Ethnic Group |
| **Mixed ->** | White and Black Caribbean | White and Black African | White and Asian | Any other mixed Background |
| **White ->** | White British | Any other white background |
| **Please specify your gender** |  |
| **What is your date of birth?** |  |
| **Do you consider yourself to have a disability?**(The Equality Act defines disability as “A physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day–to–day activities.) | Yes / No |
| **If Yes, please state the nature of the disability below:** |
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| **If you wish, please detail your religion:** |  |
| **If you wish, please detail your sexual orientation:** |  |

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| **How did you become aware of this vacancy?** |
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