

**11. LETTER OF APPLICATION (continued)**

**12. EQUAL OPPORTUNITIES POLICY**

The Governing Body of Sawyers Hall College of Science & Technology is an Equal Opportunity Employer. Its obligations not to discriminate against minority racial groups, people of either sex, or the disabled is recognised. It also operates an equal pay policy.

**13. DECLARATION**

**PROTECTION OF CHILDREN: DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN**

- (a) Applicants are reminded that teaching appointments are exempted posts for the purposes of the Rehabilitation of Offenders Act 1974 and any convictions, including spent ones, **must be disclosed** on a separate sheet of paper and enclosed in a sealed envelope with this application.
- (b) As the occupant of the post will have substantial access to children enquiries will be made of the Police to ascertain whether their records reveal any criminal convictions (including spent ones) against the successful applicant.

**Note: Failure to disclose any criminal convictions could prevent further consideration of an applicant for appointment.**

**To the best of my knowledge and belief the information given in this application is accurate. I understand that failure to disclose any relevant information may result in withdrawal of a job offer or of a Contract after appointment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgements**

Thank you for your interest in this post. If you wish your application to be acknowledged, please enclose a stamped addressed envelope. Completed forms should be returned to The Principal, Sawyers Hall College of Science & Technology, Sawyers Hall Lane, Brentwood, Essex. CM15 9DA. (Telephone: 01277 220808 Fax: 01277 228142)



**APPLICATION FORM FOR TEACHING APPOINTMENT**

Post Applied For: \_\_\_\_\_

**1. PERSONAL DETAILS (block letters please)**

Surname: _____		Forename(s): _____		Title: _____											
Address: _____		Temporary Address: _____		Date of Birth: _____											
Telephone: _____		Telephone: _____		Age: _____											
Mobile: _____		Mobile: _____		National Insurance Number											
E-mail: _____		E-mail: _____		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>											

**2. PRESENT SCHOOL (or other place of work)**

Name of School: _____		Subjects taught: _____	
Type: _____		_____	
Address: _____		_____	
_____		_____	
Telephone: _____		Name of LEA: _____	
Date of appointment: _____		Boys, girls or mixed: _____	
Number on roll: _____		Ages taught: _____	

**3. PRESENT POST**

Title: _____	Allowances: _____	Date of Appointment: _____
Description of present responsibilities: _____		Full or part-time: _____
_____		Gross annual salary: _____
_____		Period of notice: _____

**4. PREVIOUS TEACHING EXPERIENCE (in chronological order). Do not include teaching practice.**

Name & Type of School	Name of LEA/GMS	Dates						Post Held & Allowances	No. on roll, Boys (B), Girls (G) or Mixed (M)	Ages Taught	F/T or P/T*	Subjects Taught
		From			To							
		D	M	Y	D	M	Y					

\*State proportion if Part-Time.

