

COOPERS' COMPANY & COBORN SCHOOL

St Mary's Lane
Upminster
Essex RM14 3HS
Tel 01708 250500
Fax 01708 226109
Email info@cooperscoborn.co.uk



Please complete Page 1 in BLOCK CAPITALS

Please read the notes on page 4 before completing this form

Application for the post of:	
Do you need permission to work in the UK?	
Surname and Title	Forenames
Private Address	
	National Insurance No.
	DFE Ref. No.
	Date of Qualification
Home Telephone No.	Mobile No.
E-mail	Do you hold a current Driving Licence? Yes/No
Present School	Subjects Taught
Type	
Address	
Telephone No.	Current pay scale
Status of present post and details of responsibilities	Date of appointment
	Full or Part time
	Gross Annual Salary
	Period of Notice
	On going subsidy YES/NO

PREVIOUS TEACHING EXPERIENCE (in chronological order).

Name and Type of School	Dates		Post held and Scale	No. on roll Boys/Girls or Mixed	Ages taught	F/T or P/T	Subjects Taught
	From	To					

Breaks in Employment History
 If you have had any breaks in employment since leaving school please give details of these periods.

HIGHER EDUCATION (in chronological order)

Places of Study (University, College, Polytechnic, etc)	Dates		F/T OR P/T	Main Subjects	Subsidiary Subjects	Qualifications gained (Degrees, Cert. Diplomas etc)
	From	To				

OTHER TRAINING: COURSES ATTENDED WITHIN LAST FIVE YEARS

Course details	Dates	Course details	Dates

INDUSTRIAL, PROFESSIONAL, CLERICAL OR SOCIAL WORK after age 18 (including H.M. Forces)

Name of Employer(s)	Exact details and nature of work	Inclusive period of service	
		From	To

SECONDARY EDUCATION AND EXAMINATION RESULTS

Name of School(s)	Dates		Highest Exam Level:	Exam Level:	Exam Level:
	From	To			
			Body:	Body:	Body:
			Subjects & Grades	Subjects & Grades	Subjects & Grades

HEALTH

A. Do you have a health problem, or disability which is relevant to your job application? YES/NO
If YES, please give details.

b. Are you registered as disabled? YES/NO
If YES please give your RDP number and date of expiry of present registration.

c. Please provide brief details of all absences exceeding a fortnight due to illness during the past two years.

Have you at any time been debarred from teaching by the Department of Education? YES/NO

Close Personal Relationships

Are you a relative or partner of, or do you have a close personal relationship with, any employee or Governor of Coopers' Company & Coborn School? If 'yes' please state the name(s) of the person(s) and relationship.

THIS FORM SHOULD BE ACCOMPANIED BY A LETTER OF APPLICATION WHICH GIVES DETAILS OF RELEVANT EXPERIENCE AND REASONS FOR YOUR INTEREST IN THIS POST.

A FULL CV CAN BE INCLUDED IF DESIRED.

Please give the names and addresses of two people who have agreed to act as referees. It is expected that teachers will name their present or most recent Head teacher as their first referee. College leavers should name the Principal of their College.

NOTE: If you were known to either of your referees by another name, please give details.

1.	2.
Tel. No.	Tel. No.

NOTES FOR APPLICANTS

1. Any personal information entered on this form may be held on computer files.
2. Original documentary evidence of status (including Degrees and Diplomas) may be required of successful applicants. Supporting evidence of War Service, industrial and other experience may be required for salary assessment purposes. Such documents should NOT accompany this form.
3. The expenses of the candidate appointed will not be paid until he or she takes up duty. The expenses of a candidate who is offered but refuses to accept an appointment will not normally be paid.
4. If you have contributed to any Superannuation Scheme other than the Teacher's Scheme, please give details of the Scheme under which superannuation contributions have been paid, including the date to which the payments have been made on an additional sheet.
5. Because of the nature of the work for which you are applying this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Unless you are already employed in a capacity which provides the opportunity for access to children or young persons (e.g. If you work in an education establishment), you must therefore disclose at the time of application all criminal convictions or cautions, including any which may be 'spent' under the Rehabilitation of Offenders Act 1974. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. It is particularly important therefore that you read carefully the notes which are attached to this form entitled disclosure of Criminal Convictions. Any details of criminal convictions should be returned in an envelope marked confidential, which should be attached to this form.
6. Because the post for which you are applying may provide an opportunity for access to children or young persons, the successful applicant will be required to give his or her consent for the School to undertake a Disclosure of Criminal Convictions check

I certify that, to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions may, in the event of employment, result in dismissal or disciplinary action.

Signed.....

Date.....