



# FYLING HALL SCHOOL

Robin Hood's Bay

North Yorkshire

YO22 4QD

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W: [www.fylinghall.org](http://www.fylinghall.org)

## APPLICATION FOR EMPLOYMENT

Please complete all sections of the form

Position applied for Form 2 maternity cover Date of application \_\_\_\_\_

### PERSONAL DETAILS

|                      |                            |                               |                     |
|----------------------|----------------------------|-------------------------------|---------------------|
| Title _____          | Forenames _____            | Surname _____                 | Full Initials _____ |
| Addresses:           | Home _____                 | _____                         |                     |
|                      | Work _____                 | _____                         |                     |
| Phone _____          | Mobile _____               | E-mail _____                  | _____               |
| Work Phone _____     | May we call at work? _____ | Best time to call _____       | _____               |
| Marital Status _____ | NI Number _____            | DCSF Number _____             | _____               |
| Nationality _____    | Passport No. _____         | UK work permit required _____ | _____               |

### EDUCATION

| University / Institution of Higher Education | From - To | Full-time<br>Part-time | Courses / Subjects               | Standard of Award |
|----------------------------------------------|-----------|------------------------|----------------------------------|-------------------|
|                                              |           |                        |                                  |                   |
| School                                       | From - To | Full-time<br>Part-time | A Level Subjects (or equivalent) | Grades            |
|                                              |           |                        |                                  |                   |

## CURRENT/ LAST EMPLOYMENT

|                                                                                     |                 |
|-------------------------------------------------------------------------------------|-----------------|
| Employer _____                                                                      | Telephone _____ |
| Address _____                                                                       |                 |
| Job title _____                                                                     |                 |
| Salary and allowances _____                                                         |                 |
| Benefits (e.g. accommodation) _____                                                 |                 |
| Employed from _____                                                                 | to _____        |
| Period of Notice _____                                                              |                 |
| Summarise the nature of the work, your responsibilities and particular achievements |                 |
|                                                                                     |                 |

## PREVIOUS EMPLOYMENT

Please continue on a separate sheet if necessary. Any gaps in employment must be explained.

|                                                                                     |                 |
|-------------------------------------------------------------------------------------|-----------------|
| Employer _____                                                                      | Telephone _____ |
| Address _____                                                                       |                 |
| Job title _____                                                                     |                 |
| Final salary and allowances _____                                                   |                 |
| Benefits (e.g. accommodation) _____                                                 |                 |
| Employed from _____                                                                 | to _____        |
| Reason for leaving _____                                                            |                 |
| Summarise the nature of the work, your responsibilities and particular achievements |                 |
|                                                                                     |                 |

|                                                                                     |                 |
|-------------------------------------------------------------------------------------|-----------------|
| Employer _____                                                                      | Telephone _____ |
| Address _____                                                                       |                 |
| Job title _____                                                                     |                 |
| Final salary and allowances _____                                                   |                 |
| Benefits (e.g. accommodation) _____                                                 |                 |
| Employed from _____                                                                 | to _____        |
| Reason for leaving _____                                                            |                 |
| Summarise the nature of the work, your responsibilities and particular achievements |                 |
|                                                                                     |                 |

|                                                                                     |                                   |
|-------------------------------------------------------------------------------------|-----------------------------------|
| Employer _____                                                                      | Telephone _____                   |
| Address _____                                                                       |                                   |
| Job title _____                                                                     |                                   |
| Final salary and allowances _____                                                   |                                   |
| Benefits (e.g. accommodation) _____                                                 |                                   |
| Employed from _____                                                                 | to _____ Reason for leaving _____ |
| Summarise the nature of the work, your responsibilities and particular achievements |                                   |
|                                                                                     |                                   |

## PROFESSIONAL DEVELOPMENT

Please list professional development activities you have undertaken in the last five years

| Year | Organising Body | Title and/or Description |
|------|-----------------|--------------------------|
|      |                 |                          |

## RELEVANT SKILLS AND EXPERIENCE

Please list and where necessary describe any relevant skills, qualifications, languages, licences, certificates, interests, sports, activities, voluntary work, publications, awards, offices held or membership of any professional, trade, business or civic associations, etc.

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## ACHIEVEMENTS

Please describe your three most significant achievements, professional or otherwise.

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |

## CO-CURRICULAR CONTRIBUTION

Please list the co-curricular activities you may be able to offer if appointed to the post (including sports, arts, activities, societies, and pastoral or administrative roles).

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## SUPPORTING STATEMENT

Please explain briefly how your expertise and experience meet the requirements of this post. You may continue on additional sheets of paper if necessary or refer to a separate cover letter.

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## REFERENCES

Please provide details of three referees who have recent knowledge of your work. **One must be your present employer or last employer if not currently employed.** References will not be accepted from relatives or from people writing solely in their capacity of friends. If you are selected for interview, references will be called before interview unless you request otherwise. Any previous employers or educational institutions may also be approached for information to verify experience or qualifications before interview.

|           |       |                                          |       |
|-----------|-------|------------------------------------------|-------|
| Name      | _____ | Phone                                    | _____ |
| Position  | _____ | E-mail                                   | _____ |
| Address   | _____ | May we contact<br>prior to<br>interview? | _____ |
| How known | _____ | Years known                              | _____ |

|           |       |                                          |       |
|-----------|-------|------------------------------------------|-------|
| Name      | _____ | Phone                                    | _____ |
| Position  | _____ | E-mail                                   | _____ |
| Address   | _____ | May we contact<br>prior to<br>interview? | _____ |
| How known | _____ | Years known                              | _____ |

|           |       |                                          |       |
|-----------|-------|------------------------------------------|-------|
| Name      | _____ | Phone                                    | _____ |
| Position  | _____ | E-mail                                   | _____ |
| Address   | _____ | May we contact<br>prior to<br>interview? | _____ |
| How known | _____ | Years known                              | _____ |

If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, at least one referee must have known you in your most recent role working with children. If your previous posts have involved working with children in either a paid or voluntary capacity, questions will be asked about disciplinary offences related to children, including any for which the penalty is 'time expired' (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

## EXISTING CONTACTS WITHIN FYLING HALL

Please indicate if you know any existing employees or governors at Fyling Hall and, if so, how you know them.

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## PROTECTION OF CHILDREN

We are obliged to ask for the following information in accordance with the provisions of the Home Office Circular 86-44 - Protection of Children.

Please list below any convictions. Under the relevant Act, "spent convictions" must be declared

|  |
|--|
|  |
|--|

Are there any other circumstances relevant to your appointment as a teacher which ought to be declared?

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## DATA PROTECTION ACT

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our School for the selection and verification process in connection with any vacancy that arises. Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

## DECLARATION

It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. The School reserves the right to check any of the details which you have provided in your application.

I have read the above and confirm that the information contained in my application is correct and complete. I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information. I understand that the School will need to hold my data and sensitive personal data and I consent to the processing of such data within the terms permitted by the Data Protection Act.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Please note where you saw the job advertisement \_\_\_\_\_

On completion, please return this application form to:  
The Headmaster, Fyling Hall School, Robin Hood's Bay, YO22 4QD