******

**APPLICATION FORM FOR TUTORING POSITIONS**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| Employer: Inner Art, Inner Art Studio, 26 West St, Reigate, RH2 9BX | |
| **Post Applied for:** |  |

**PERSONAL DETAILS** *(please use block capitals)*

|  |  |
| --- | --- |
| **Last Name** |  |
| **First Name(s)**  **(please give middle name if applicable)** |  |
| **Title** |  |
| **Previous Names** |  |
| **Address (including postcode)** |  |
| **National Insurance Number** |  |
| **DBS Number** |  |
| **Unique Tax Reference Number** |  |
| **Art specialisms** |  |
| **Age ranges taught** |  |
| **Qualified Teacher Status and**  **date of recognition, if applicable:** |  |
| **Home Telephone Number** |  |
| **Work Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |
| **Are you eligible to work in the UK? YES/NO**  **If NO please specify your circumstances**  **(All successful applicants will be required to provide evidence of their entitlement to work in the UK)** | |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University** | **From** | **To** | **Subjects, Qualifications,**  **Grades, Honours** |
| Secondary (post 16) |  |  |  |
| Higher Education |  |  |  |
| Further postgraduate qualifications *(including PGCE)* |  |  |  |

**PRESENT APPOINTMENT** (*or most recent)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post Held |  | | | | | Date  Appointed | |  | |
| Responsibilities held  (if applicable) |  | | | | | | | | |
| Employer and address |  | | | | | | | | |
| **If current employer is an educational institution please provide the following additional details:** | | Age range | |  | | Boys/Girls/Mixed | | |  |
| Name of Local Authority (if applicable) |  | | | Your DBS Reference: | | |  | | |
| Present salary details | Salary Scale and point  *(e.g. Main scale, UPS, Leadership)* | | | |  | | | | |
| Additional allowances  *(e.g. TLR, SEN etc.)* | | | |  | | | | |
|  | | | |  | | | | |
| Total salary  (If part time please specify FTE) | | | | £ | | | | |
| Date left (if applicable) |  | | Reason for leaving | | |  | | | |

**PREVIOUS TEACHING APPOINTMENTS** *(please start with most recent)*

*Details of work outside of teaching and any gaps in employment should be recorded under ‘Other Work Experience’*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of post/responsibilities held/additional allowances and name/ nature of school/college/other employer.** | **- Age range**  **- Key stages taught**  **- Other relevant info.** | **Period of Service**  **From To** | | **Reason for leaving** |
|  |  |  |  |  |

**PROFESSIONAL DEVELOPMENT**

*(Please give details of courses and experiences relevant to this application)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Awards**  ***(if any)*** |
|  |  |  |  |  |

**OTHER WORK EXPERIENCE** *(Please start with most recent)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature of Occupation** | **Employer** | **Period of Service**  **From To** | | **Reason for leaving** |
|  |  |  |  |  |

**PERIODS WHEN NOT WORKING**

(Please give details of any voluntary work and other periods when you have not been employed)

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Reason** |
|  |  |  |

**STATEMENT OF APPLICATION**

**In support of your application, please include a statement giving your reasons for applying for this post, and ways in which you would be able to successfully fulfil the role. Include any information which you consider relevant to this application:**

**INTERESTS** *(Both professional and leisure)*

**REFEREES**

|  |  |  |  |
| --- | --- | --- | --- |
| * *References will only be sought for short listed candidates. We may obtain references prior to interview, if you do not wish us to contact your current employer please make this clear below. Please ensure you supply details of at least one referee we can contact prior to interview.* * *The first reference* ***must*** *be your present or most recent employer* * *If any of your references relate to your employment at a school or college your referee* ***must*** *be the Headteacher or Principal.* * *If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.* * *If you are not currently working with children but have done so previously the second reference* ***must*** *be that employer.* * *Please cannot accept personal references or employment references from relatives* * *Other previous employers may also be approached for information before interview to verify details on your application form such as particular experience or qualifications.* | | | |
| **REFEREE 1 (Current or Most Recent Employer)** | | **REFEREE 2** | |
| **NAME** | | **NAME** | |
| **POSITION** | | **POSITION** | |
| **I hereby give permission for this referee to be contacted if I am shortlisted to attend an interview\*:**  **Yes / No\***  **\*Delete as appropriate** | | **I hereby give permission for this referee to be contacted if I am shortlisted to attend an interview:**  **Yes / No\***  **\*Delete as** | |
| **ADDRESS (including postcode)** | | **ADDRESS (including postcode)** | |
|  | |  | |
| **TEL NO** |  | **TEL NO** |  |
| **EMAIL ADDRESS** |  | **EMAIL ADDRESS** |  |
| In what capacity do you know the referee? | | In what capacity do you know the referee? | |
| **If you are known to either referee by any other name please give details** | | | |

**DECLARATION**

|  |  |
| --- | --- |
| Have you ever received a conviction, caution or bind-over? YES / NO  If so, please provide details in an envelope marked CONFIDENTIAL. | |
| Are you either on the Children’s Barred List (previously List 99 and PoCA List), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body.  YES / NO  **It is a criminal offence for barred individuals to seek or undertake work with children.** | |
| 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 Inner Art for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically.  *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. | |
| I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal | |
| Signature of Applicant: | Date: |
| ***Thank you for your application and for your interest in a role at Inner Art. We will be in touch with applicants whose applications will be taken further via email or telephone contact information provided on this form.*** | |