



# Job Application Form

## Confidential

### Tutor Job Application Form

Please complete all sections of the form using black ink or type.

**The application form must be fully completed and CVs will not be considered**

#### Data Protection Act

**Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Your Community Schools Limited in accordance with the Act.**

#### Personal Details

**First Name:**

**Known as:**

**Surname:**

**NI Number:**

**Preferred Title:**

**Previous Surname(s):**

**Address for correspondence:**

**Post Code:**

**DBS Number**

**Date**

**DoFE Teacher Number**



Contact Details

**Home Phone Number :**

**Work Phone Number:**

**Home Address:**

**E-mail address:**

References

**Please give the names of two persons who are able to comment on your suitability for this post.**

Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.

Present/most recent employer\*

Previous employer/other

**Name:**

**Name:**

**Relationship to Applicant:**

**Relationship to Applicant:**

**Address:**

**Address:**

**Post Code:**

**Post Code:**

**Business Phone No:**

**Business Phone No:**

**Home Phone No:**

**Home Phone No:**

**E-mail:**

**E-mail:**

**If the referee knows you by a different last name please state:**

**\*If you have not previously been employed, please provide details of another referee.**



Educational Attainments

Training and Professional Qualifications since leaving School

From  
Month & Year

To

Full name and town of  
College/University

Qualifications gained (including  
grades) or for which you are  
studying

**Please note  
that you will be  
required to  
produce  
relevant  
evidence of  
qualifications  
attained.**

Do you have a valid driving licence?    YES       NO



Current Employment Details

**Title of present/most recent post:**

**Name, address and type of school/establishment:**

**Date appointed:**

**Age range taught:** **Name of LA/employing body:**

**Permanent/temporary:** **Date left:**

Previous Employment

(Please enter most recent first) please explain any gaps in your employment

Title of post/type of experience	Name and address of employer	Numbers on roll	Age range taught	Dates	
				From	To

In-Service Education

**Please give details of In-Service Education relevant to your application and undertaken.**

**As a Participant**

Dates of Course		Length of Course	Course Title	Qualification obtained and date of Award	Course Provider
From	To				

**As a Course Leader**

Dates of Course		Length of Course	Course Title and brief outline of your contribution
From	To		



Additional Teaching Skills and Special Interests

**Please list additional teaching skills and special interests relevant to this application.**

Motivation to become a Tutor

**Please state why you wish to become a tutor with The Community Schools.**

## Disability

**The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is “People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.**

Do you consider yourself to have a disability?      Yes         No  



## Convictions

Have you any unspent convictions? If so please give details.

**If between the completion of this application form and taking up a job with the Community Schools you are convicted of a criminal offence you must inform the Community Schools of this.**

## The Rehabilitation of Offenders Act

**(only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form)**

**The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction\*.**

**The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions\*, do not apply. You must, therefore, disclose whether you have any previous convictions\*, whether or not they are spent.**

**Should you identify that you have a criminal conviction\*, this will be discussed in confidence at interview. However you should note that only convictions\* that are relevant to the job in question will be taken into account.**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

Yes  No

Please Note before Completing

**Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question:**  
[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

\*including cautions, reprimands or warnings

**If yes please state:**

**If you do not disclose any conviction\* you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.**

**People who have convictions\* will be treated fairly and given every opportunity to establish their suitability for the job.**

**Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.**

Disclosure and Barring Service

**Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service (Enhanced) unless they have registered for the DBS update service.**

**The Community Schools will contribute towards the cost of the DBS application.**





General Teaching Council (GTC)

**Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?**  Yes  No

**If yes please state:**

**I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.**

**Signed:**

**Date:**