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THE LONDON ORATORY SCHOOL



VISITING MUSIC TEACHER APPLICATION FORM – CONFIDENTIAL

Thank you for your interest in the post at the school. The following information is necessary to ensure that full consideration can be given to candidates. The information will be treated as confidential. Please complete all parts of the application. The completion of this application form is an integral part of our recruitment process.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The successful applicant will need to undertake an Enhanced Disclosure from the Disclosure and Barring Service.

Please complete the application form and return by post or e-mail to: Clare Dawson, Director of Music, The London Oratory School, Seagrave Road, London SW6 1RX or cdawson@los.ac

Post applied for: _____

1. Personal Details

Title:	First name(s):		
Surname:			
Previous names:			
Home telephone number:		Home email address:	
Mobile telephone number:		National Insurance number:	
Address:			
Do you need permission to work in the UK? Y / N		Date of Birth:	
Are you registered with the GTC? Y / N		If so, what is your Teacher's Reference Number?	

2. Present or most recent post

Employer's name and address:	
Post held:	
Date appointed:	Notice required:
Reason for leaving (<i>if applicable</i>):	
Brief details of duties and responsibilities:	

3. Teaching Qualification(s)

If you have a PGCE, Cert Ed, BEd, LRAM, ARCM or other music teaching qualifications, please give details

Qualifications	Place of study	Dates (month/year)		Main and subsidiary subjects, please also state full or part-time
		From	To	

4. Other Higher education

Place of study	Dates (month/year)		Main and subsidiary subjects, please also state full or part-time	Qualifications, including class and division
	From	To		

5. Secondary and further education with examination results (A levels, Highers etc)

School/college	Dates (month/year)		Course/qualifications	Grade	Date
	From	To			

6. Other qualifications

Please give details of any other qualifications which you have (which may be relevant), including the dates when you obtained them.

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7. Your interests and aptitudes

Please let us know about your personal interests and skills and about extra-curricular activities in the schools in which you have taught.

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8. Previous employment experience/career history

Please supply a full history in chronological order (with start and end dates) of all employment, self employment and any periods of unemployment since leaving secondary education. If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. travelling, raising family, voluntary work, training, long periods of sickness etc.

Employer's name and address, type of school/nature of business	Dates (month/year)		Post held and whether full or part-time	Salary/Grade	Reason for leaving
	From	To			

9. Health

How many periods of sickness absence have you had over the past 2 years?	
How many working days has this amounted to in total?	
Brief details of all absences in past 2 years:	

10. References

Please give the names and addresses of two people from whom a current reference may be obtained. They should not be related to you. They must be able to provide professional references and one should, preferably, be your current employer, if applicable. If you are unable to do this please clearly outline who your references are.	
Name and address	Name and address
Position	Position
Telephone number	Telephone number
Facsimile	Facsimile
E-mail address	E-mail address
May we contact this referee before interview? Yes / No	May we contact this referee before interview? Yes / No
<i>Notes:</i> (i) Unless otherwise requested, referees will normally be contacted before interview. (ii) If your referees know you by another name please give details. (iii) The school may contact other previous employers for a reference with your consent. (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.	

11. Disclosure of criminal convictions

Do you have any criminal convictions, bindovers, formal warnings or cautions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974? For the purposes of employment in the education section, nothing is considered spent and everything must be declared. **Yes / No**

If yes please give details:	
Date	Offence
Sentence	

Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

12. Data Protection Act

The information you provide on this form will only be used by The London Oratory School for the purposes of assessing your suitability for employment, for monitoring policies and procedures. Information will remain confidential and is protected by the provisions of the data protection Act 1998. Further information relating to the Data Protection Act 1998 can be found on the Information Commissioner's Office website at www.ico.gov.uk.

13. Declaration

I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with The London Oratory School is offered on the basis of the information I have provided. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in disciplinary investigation by the School's Governing Body and may render me liable to dismissal. I give explicit consent that the information which I give on this form may be processed in accordance with The London Oratory School's registration under the Data Protection Act 1998.

I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of appointment will be subject to satisfactory medical, Children's Barred List and Enhanced Disclosure checks.

Do you have any family or close connection with any existing employees of The London Oratory School including governors. **Yes / No** If yes, please give details:

Signed _____

Date _____