** THE LONDON**

 **ORATORY SCHOOL**

VISITING MUSIC TEACHER APPLICATION FORM – CONFIDENTIAL

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| 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 all candidates. The information will be treated as confidential. Please complete all parts of the application. |

Please complete the application form and recruitment monitoring form and return by post or e-mail to:

The London Oratory School, Seagrave Road, London SW6 1RX or mward@los.ac

The completion of this application form is an integral part of our recruitment process.

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| Post applied for: |
| Do you need permission to work in the UK? |

1. **Personal Details**

|  |  |
| --- | --- |
| Title: | First name(s): |
| Surname: |
| Previous names: |
| Home telephone number: | Home email address: |
| Mobile telephone number: | National Insurance number: |
| Address: |

1. **Present or most recent post(s)**

|  |
| --- |
| Employer’s name and address: |
| Post held: |
| Date appointed: | Notice required: |
| Reason for leaving (*if applicable*): |
| Brief details of duties and responsibilities: |

1. **Previous teaching or other 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 |
|  |  |  |  |  |  |

1. **Health**

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| --- | --- |
| 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: |  |

1. **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 |
|  |  |  |  |  |

1. Have you at any time been debarred from teaching by the DCSF (*Department for Children, Schools and Families*)?

(if **YES**, please enclose details with dates ina sealed envelope and attach to this form)

1. **References**

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| Please give the names and addresses of your two most recent employers (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 |
| Notes: (i) Referees will normally be contacted before interviews.1. If your referees know you by another name please give details.
2. The school may contact other previous employers for a reference with your consent.
3. References will not be accepted from relatives or from people writing solely in the capacity of friends.
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1. **Disclosure of criminal convictions**

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all criminal convictions or cautions including any that may be ‘spent’ under the Rehabilitation of Offenders Act 1974 must be disclosed. 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.

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| Have you ever been convicted of a criminal offence? |
| If yes please give details: |
| Date | Offence |
| Sentence |

1. **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](http://www.ico.gov.uk).

1. **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, Criminal Records Bureau and police checks.

Do you have any family or close connection with any existing employees of The London Oratory School including governors. Yes/No

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| --- | --- | --- | --- |
| Signed |  | Date |  |