



# THE ARCHBISHOP LANFRANC SCHOOL FOUNDATION

CONFIDENTIAL

Mitcham Road, Croydon, Surrey, CR9 3AS  
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Email: admin@lanfranc.com | Website: www.lanfranc.com  
Headteacher: D.C. Clark BA (Oxon)

## APPLICATION FOR TEACHING APPOINTMENT

Please complete this form clearly in black ink or typescript to facilitate photocopying

For internal use only (leave blank):

Post of:

### PERSONAL DETAILS

Mrs/Miss/Ms/Mr/Dr:		Address:
Surname:		
Forename(s):		
Date of birth:		Post code:
Age:		Home telephone number:
National insurance number:		Daytime/business telephone number:
Email address:		Mobile telephone number:

### EMPLOYMENT DETAILS — Present teaching post

Title of post:		Date appointed to the school:
		Date appointed to this post:
Allowance held:		Scale:
<i>Note: Head &amp; Deputies should state School Group Number</i>		Point on scale:
Name and address of school:		Full or part time:
		Subject(s) taught:
Post code:		Ages taught:
Telephone number:		Number of pupils on roll:
LEA:		Boys, girls or mixed:

### EMPLOYMENT DETAILS — If not a teaching post

Title of post:		Date appointed to the organisation:
		Date appointed to this post:
Name and address of employer:		Gross annual salary:
		Full or part time:
		Details and nature of employment:
Post code:		
Telephone number:		

**EXPERIENCE** — Previous teaching experience

Name of school:		Subjects taught:
Post held:		
Type and location:		
Name of LEA:		Date employed from :
Boys, girls or mixed:		Date employed to:
Ages taught:		Full or part time:

Name of school:		Subjects taught:
Post held:		
Type and location:		
Name of LEA:		Date employed from :
Boys, girls or mixed:		Date employed to:
Ages taught:		Full or part time:

Name of school:		Subjects taught:
Post held:		
Type and location:		
Name of LEA:		Date employed from :
Boys, girls or mixed:		Date employed to:
Ages taught:		Full or part time:

Name of school:		Subjects taught:
Post held:		
Type and location:		
Name of LEA:		Date employed from :
Boys, girls or mixed:		Date employed to:
Ages taught:		Full or part time:

**EXPERIENCE** — Other employment/unremunerated activity

Name of employer:		Details and nature of work/activity:
Date employed from :		
Date employed to:		
Full time or part time:		

Name of employer:		Details and nature of work/activity:
Date employed from :		
Date employed to:		
Full time or part time:		

Name of employer:		Details and nature of work/activity:
Date employed from :		
Date employed to:		
Full time or part time:		

**EDUCATION AND QUALIFICATIONS** — Higher education (first) and further qualifications

Place of study:		Main subject(s):
From :		Subsidiary subject(s):
To:		Qualification gained: <i>Degree, Cert., Diploma, etc, inc. class</i>
Full time or part time:		

Place of study:		Main subject(s):
From :		Subsidiary subject(s):
To:		Qualification gained: <i>Degree, Cert., Diploma, etc, inc. class</i>
Full time or part time:		

Place of study:		Main subject(s):
From :		Subsidiary subject(s):
To:		Qualification gained: <i>Degree, Cert., Diploma, etc, inc. class</i>
Full time or part time:		

Age range you are qualified to teach (Please circle): 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18		Subject(s) qualified to teach - main:
Date of award of qualified teacher status:		Subject(s) qualified to teach - subsidiary:
Date of completion of probationary period:		
With which LEA:		Additional subjects (if any) which you are willing to teach:
DFEE reference number:		

**EDUCATION AND QUALIFICATIONS** — Secondary education and examination results

School/college attended:		Examinations taken & results: <i>CSE, GCE, 'O' and 'A' Level, GCSE, etc</i>
From:		
To:		
School/college attended:		
From:		
To:		

**RELEVANT IN-SERVICE TRAINING** — Please give details of any recent courses you have attended which have not led to qualifications but which you consider relevant to your application

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**REFERENCES** — Please give the name and address of two persons who may be consulted regarding your suitability for this post. One of the referees should be your present employer, or, if you are new to the profession, your college principal.

Name (Present or most recent employer):		Address:
Capacity in which known to you:		
Daytime telephone number:		Post code:

Name (Other):		Address:
Capacity in which known to you:		
Daytime telephone number:		Post code:

Are you in any way related to a Governor of this school (delete as appropriate): YES NO

A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. Any canvassing will disqualify candidates.

**SUPPORTING STATEMENT** — You are encouraged to attach to this application form a supporting statement giving additional relevant information about yourself and the skills and experience which fit you for this post.

### IMPORTANT INFORMATION

The post for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'SPENT' under the act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exception applies. The school is also entitled, under arrangements introduced for the protection of children, to check with the Police for the existence and content of any criminal record of the successful applicant.

Information received from the Police will be kept in strict confidence and will be destroyed immediately the selection process is completed. The disclosure of a criminal record will not debar you from appointment unless it is considered that the conviction renders you unsuitable for appointment.

In making this decision the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, will also be considered.

Failure to declare a conviction may, however, disqualify you from appointment, or result in instant dismissal if the discrepancy comes to light.

If you would like to discuss whether a conviction you have would debar you from working with children you may telephone the Headteacher for advice.

If you are selected for the post for which you are applying you will be required to disclose information of such convictions/cautions and to consent to a Police check where necessary.

If you are selected for the post for which you are applying you will be required to complete a medical questionnaire and, if necessary, undergo a medical examination.

Information supplied may be used for registered purposes under the terms of the Data Protection Act 1984.

### DECLARATION

**I declare to the best of my knowledge all parts of this form have been completed and are accurate.**

A supporting statement is attached (delete as appropriate): YES NO

Signed:

Date:

**Please return this completed form to:**

Mr D C Clark BA (Oxon)  
Headteacher  
The Archbishop Lanfranc School  
Mitcham Road  
Croydon  
Surrey  
CR9 3AS