



# SARK EDUCATION COMMITTEE

## APPLICATION FOR A TEACHING APPOINTMENT

At: <b>Sark School</b>	For office use only			
	ACK		REFS	
Post: <b>Acting Head of School</b>	SLIST		INT	

Please use black ink, ballpoint pen, or typescript as it will be necessary to photocopy your application.  
A curriculum vitae may be submitted, but you must still complete all sections of this form.  
All applications will be acknowledged.

This form should be returned, together with a detailed letter of application (incorporating your personal statement, giving your reasons for applying and evidence of how you meet the person specification. Applications should be returned by email to [directorofeducation@gov.sark.gg](mailto:directorofeducation@gov.sark.gg) but may also be submitted by post to the Education Committee (Ref.HOS) Committee Office, Chasse Murette, Sark. GY10 1SF

### 1. PERSONAL DETAILS

Surname (Block capitals)	Forenames
Title (Mr/Mrs/Miss/Ms/Other)	Maiden/previous name
Home address (Block capitals)	Address for correspondence (if different)
Telephone number (Home)	Telephone number (Work)
Email address (Home)	Email address (Work)
Date of birth                    /            /	Place of birth
DES/DFE/DFES number	Sector of education qualified for
Date of recognition as qualified teacher            /            /	Have you successfully completed a period of probation/induction? YES/NO
	Date completed                    /            /

### 2. PRESENT POST

Present post	
Subjects taught	Age range taught
Name and address of school/institution	Name and address of employing authority or LEA (if different)
Type of school (eg. Secondary/primary/infant/junior/grammar/comprehensive/grant-maintained/special/college of further education)	
Number of pupils	Co-ed/boys/girls
Current annual salary            £	Date appointed                    /            /
Please indicate the latest date on which you would have to give notice to your current employer in order to take up this post /            /	
Leadership Spine Point	MPS Point
UPS Point	Additional Allowances

**3. EMPLOYMENT HISTORY** previous Teaching service, including temporary appointments, starting with the most recent. Please give full details as this section is used for salary assessment.

Name and type of school/institution	Age range	Post held and grade if applicable. If part-time what percentage	Subjects taught	Date of service		Reason for leaving
				From month/year	To month/year	

**4. OTHER EMPLOYMENT**

Employers name and address	Post held (state if part-time or full-time)	Duties involved	Employment	
			From	To

**5. DETAIL ANY GAPS IN EMPLOYMENT**

Reason for gap	Dates	
	From	To

**6. EDUCATION**

School attended (secondary phase establishments only)	Dates attended		Qualifications gained (eg. GCSE, GNVQ, 'O' Levels, CSE, 'A' Levels)		
	From	To	Subjects	Grades	Dates
Colleges/University attended	Dates attended		Qualifications gained (Subject, Class, Division)		Full/Part time
	From	To			

**7. OTHER QUALIFICATIONS RELATED TO CURRENT OR PREVIOUS EMPLOYMENT**

Name of professional body	Membership grade	Was membership gained by examination?	Date

**8. TRAINING AND DEVELOPMENT** In-service training attended in the last three years plus earlier significant courses

Courses	Qualifications gained (if applicable)	Dates

**9. HOBBIES AND INTERESTS**

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**10. HEALTH RECORD** It is necessary for you to provide details in answer to each part of this section, you may enclose the information in a sealed envelope marked 'confidential'. Any appointment made will be subject to a satisfactory report on your health by the Sark Medical Officer

How many days have you been absent from work due to illness or injury over the past 12 months? DAYS

Have you had any serious illness requiring medical consultation or admission to hospital in the last two years?  
If YES please specify YES/NO

Have you had any health problem which might interfere with work?  
If YES please specify YES/NO

Are you registered disabled?  
If YES please specify YES/NO

**11. DECLARATION OF CRIMINAL BACKGROUND**

Please note that the Rehabilitation of Offenders Act, 1974, does NOT apply in the Bailiwick of Guernsey and therefore ALL convictions must be declared irrespective of whether or not they would otherwise be regarded as 'spent' under the Act.

Have you had any criminal convictions/cautions? YES/NO

If yes, please give details on a separate sheet in a sealed envelope addressed to 'The Appointing Officer' and enclose it with this application. Any appointment will be made subject to satisfactory checks by the Sark Education Department with the necessary authorities, including the police and the Sark Medical Officer, to ensure the applicant's suitability for working with young persons.

**12. REFERENCES** (Note: Relatives may not be given as referees)

Please give the names and addresses of two referees. The principal referee will normally be your present Head Teacher/Head of Service.

We expect to be in contact with your referees without further communication with you, unless you indicate otherwise.

Name	Name
Position	Position
Address	Address
Telephone Number	Telephone Number
Fax Number	Fax Number
Email Address	Email Address

Referees' contact addresses/telephone numbers if different during the month of application.

Please give dates when you would NOT be available for interview.

**13. DECLARATION**

I DECLARE that the above answers are true and complete to the best of my knowledge and belief and may be used for registered purposes under the Data Protection Act. I understand that should I make a false statement by answering one of the above questions incorrectly, I will, if appointed, be liable to termination of my contract without notice.

Signature Date            /            /

**DATA PROTECTION STATEMENT**

The data collected on this application form will be held in accordance with the Data Protection (Bailiwick of Guernsey) Law 2001 and will be used by the Chief Pleas of Sark only for the purposes of recruitment/selection and employee administration. It will not be disclosed to any third party unless required by statute or obtaining your express consent.