**CONFIDENTIAL**

**TEACHING STAFF APPLICATION FORM**

**Please print in black ink or preferably word process when completing this form**

1. Application for the

(as advertised)

position of:

2. Last Name First Names

Title Any Previous Last Names

Address

Five Year Address history:

Current address:

Daytime Tel No. Evening/Mobile

Tel No.

E-mail

Right to work

Have you the right to work in India YES/NO

3. **Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

1. **Secondary/University**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School/College | Dates | | Subject and Qualification | Grade and date  awarded | |
| From | To |
|  |  |  |  |  |  |

1. **Higher Education and Courses leading to other relevant qualifications**

eg. courses leading to qualified status or graduate teacher status and to membership of professional institutions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Higher Education:  Establishments attended | Dates | | Qualification obtained and date of award | Subjects | |
| From | To |  | Main | Subsidiary |
|  |  |  |  |  |  |

4. **Current employment**

Employer

School/College Number on Roll

Post Held (specify any additional allowances)

(If part-time, please give details) Date appointed

Subjects, age groups taught

and other responsibilities

Notice required and / or date available if appointed

5. **Previous experience** If a part-time appointment, please state. A separate curriculum vitae should **not** be enclosed in substitution but may be forwarded in addition. **A continuous employment history** **is required from when you left full time education**. Please include details of gaps in employment and attach continuation sheets if necessary.

(a) **Teaching (most recent employment first)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer and School/College | Type of School | No. on Roll | Age Range | Status of Post, subjects taught | Reason for Leaving | Inclusive Period (month & year) | |
|  |  |  |  |  |  |  |  |
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(b) **Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of all gaps in employment here (attach a separate sheet if needed).**

**Please list below in date order starting with the most recent:**

**6.** **Statement in support of your application. This may include experience and personal skills relevant to the position applied for. It could also include voluntary work, additional interests such as membership of clubs, leisure pursuits or hobbies. It should include your reasons for applying for this position and what makes you a suitable candidate. Applicants should confine this to a maximum of two sides of A4.**

**An additional letter is not** **required if completing this section**.

**7. Confidential References (Please ensure your referees know this reference is being requested)**

Names, addresses and status of two referees (one of whom, if employed, must be your present Headmaster / Headmistress). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

**Please indicate with X if you do not want your referee contacted at this stage of your application.**

**(2)**

Name

Address

Tel No. (inc. STD code)

Fax No.

Email address

Occupation

1. **Present Employer**

Name

Address

Tel No. (inc. STD code)

Fax No.

Email address

Occupation

**8. Further professional information**

Do you require sponsorship (previously a work permit) to take up this post? **YES/NO**

Where did you see the advertisement for this post?

**9.** **Declaration about criminal record**

**10. Further information**

Salary Scale Current Salary Rs.

Would you require sponsorship (previously a work **YES**   **NO**

permit) to take up this position

Aadhar Card Number

**11. Equal Opportunities**

It is the policy of Bishop Cotton School, Shimla to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religion or belief, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Bishop Cotton School, Shimla promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. The School will make reasonable adjustments to accommodate disabilities of both successful applicants and prospective applicants.

**12.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate Date