

Application for Work Based PGDE

When filling out this form, feel free to add additional rows as needed to ensure comprehensive and accurate information. It's important to note that the size of a cell doesn't necessarily limit the amount of information you can provide; you can input as much data as necessary to fully address each section.

Personal Details		
Title (Mr/Mrs/Miss/Ms etc)		
Full Name		
Address		
	Postcode	
Home Telephone Number		
Mobile Telephone Number		
Email Address		
Nationality		
Passport Number		
PVG Scheme Number(if available)		
GTCS Registration Number(if available)		

School/Higher Education Qualifications

School/University	Subject	Qualification	Year

Other Relevant Training

Training Provider	Course	Expiry Date (if applicable)

Membership of Professional Organisations

Name of Professional Organisation	Type of Membership	Expiry Date (if applicable)

Languages

Subject	Qualification	Year

Employment History (current or most recent employment)

Employer Name			
Employer Address			
		Postcode	
Position Held			
Employment Dates			
Notice Period			
Summary of your duties and responsibilities			

Previous Employment (Most recent first)

Employer	Job title, purpose and reason for leaving	Dates	
		From	To

What has motivated you to apply for this role?

Background information in support of your application

You should explain your reasons for applying for this post with Fairview International School and outline the key professional and personal attributes, skills and experience you have which are relevant to this post, this may include aspects of your non-paid work experience or voluntary activities.

References

Please provide the names and addresses of two people who may be contacted for a reference, one of whom should be relevant to your most recent education.

References	1	2
Name		
Position		
Organisation		
Address		
Post Code		
Telephone		
Email		

Self-declaration form

All staff working at Fairview International School have direct access to young people therefore all posts within the school are considered exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must disclose all previous and pending convictions, even if they are considered ‘spent’, or be liable to prosecution. This includes driving offences.

With the exception of offences against children, a previous conviction will not automatically preclude an applicant from working at the school. We will make all decisions based on careful consideration of all the information available to us.

Applicants who have a conviction for a criminal offence must declare it in a letter addressed to the Headmaster, marked as “Private and Confidential” and enclosed with this application. This will only be seen by the Headmaster and the Human Resources Manager and then destroyed.

The Headmaster and Human Resources Manager will consider the following:

- whether the conviction is relevant to the post
- the length of time since the offence occurred
- whether the applicant has a pattern of convictions
- whether the applicant's circumstances have changed since the offence was committed

An applicant is unlikely to be considered suitable for employment if they have been found guilty of a serious offence involving violence or dishonesty, any sexual offence, any offence involving Class A drugs or the supply of any other illegal drug.

Please make the following declaration and complete the appropriate box.

I have read the statement about Criminal Convictions and I hereby declare that:

I have nothing to declare

I have information to declare and I have attached a letter containing details

Signature:	Date:

Data Protection Act 1988

The information on this form will be used for the purposes of selection for employment. Access to the data will be restricted to our Board of Directors and the interview panel. If you are not appointed the form will be retained for 6 months after the date of interview. If you are appointed, the form will be retained in your personal file.