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| Langley Grammar School  Reddington Drive  Langley  Berkshire SL3 7QS | Langley Grammar School crest |
| Application for the post of Teacher of Business Studies | |

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| Personal details | | | |
| Surname |  | Forename(s) |  |
| Title |  | Previous name(s)  *If applicable* |  |
| Address |  | Home telephone |  |
| Mobile telephone |  |
| Email |  | | |
| Teacher reference number |  | NI number |  |
| Have you the right to live and work in the UK ? (*delete as appropriate)* | | | YES / NO |

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| Current post | | | | | |
| School/college name and address | Type  (eg maintained, academy, independent) | Number on roll | Age  range | Position held and main responsibilities  (including full or part time) | Dates  From / to |
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| Salary details  Please state your present scale point and associated gross salary (or last if currently not employed), and details of any additional allowances above the basic scale salary. | | | |
| Scale and point |  | Gross salary |  |
| Additional allowances (description and amount) |  | | |

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| Reason for leaving current post  (or last employment if not currently engaged) |
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| Previous teaching experience  If any appointments were part-time please state the proportion to full-time in the ‘Position held’ column. | | | | | | |
| School/college name and address | Type (eg maintained, academy, independent) | Number on roll | Age  range | Position held  (including full or part time) | Dates  from / to | |
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| Previous non-teaching employment | | | |
| Employer name and address | Position held and responsibilities  (including full or part time) | Dates  from / to | |
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| Education and qualifications  Please provide details of all qualifications gained from the age of 16 years upwards. This includes qualifications gained at school, degree(s), other qualifications, teaching certificates (including main subjects), diplomas in education and any other advanced diplomas or certificates. | | |
| Institution | Dates from/to | Qualification(s) gained including grade or class. |
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| Other information  Please use this space to provide any other information we may need to be aware of at this stage? |
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| References  Please provide details of two referees who have professional experience of your work in the past 3 years and one should be your current Headteacher. It is our normal practice to take up references before shortlisting for interview. | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Relationship to applicant |  | Relationship to applicant |  |

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| Rehabilitation of Offenders Act 1974 | | | | |
| *Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the governors of the school. Any information given will be completely confidential.*  *The holder of this post is required to have satisfactory enhanced Disclosure and Barring Service clearance.* | | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** | Yes |  | No |  |
| *If so, please provide details on a separate sheet enclosed in a sealed envelope with this application and addressed to the Headteacher* | | | | |

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| Applicant’s declaration | | | |
| I confirm that   * I am / am not related to any current member of staff or governor of Langley Grammar School;   (*if related state to whom)*   * I am prepared to undergo a medical examination if requested; * I can produce the original certification of my qualifications; * the statements in this application are accurate. | | | |
| Signature |  | Date |  |

This application should be returned to Mrs Dionne Cheyne, Headteacher’s PA, at the school address or preferably by email to vacancies@lgs.slough.sch.uk. It should be accompanied by a letter of application as requested in the Application Information pack.

Where did you see the advertisement for this post? (Please be specific)

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| **Recruitment Monitoring – confidential** | |

Langley Grammar School is committed to the promotion and development of equal opportunities in all aspects of our work, and we will promote equal opportunities for all our employees. It is our policy to ensure that job applicants are treated justly, and that they are recruited, trained and promoted on the basis of job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the effective performance of the job. To help us monitor our equal opportunities policy, please complete and return this form. **It will be separated from your application form upon receipt and does not form part of the selection process**.

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| **Application for the post of:** |

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| **How would you describe your ethnic origin?**  Choose ONE section from A to F, and tick the appropriate box. | |
| **A. White**  British  Irish  Other – please detail below:  **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Other - please detail below:  **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Sikh  Other, please detail below: | **D. Black or Black British**  Caribbean  African  Other - please detail below:  **E. Chinese or other ethnic group**  Chinese  Other - please detail below:  **F. I do not wish to provide this**  **information** |

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| **Gender** Male  Female  **Date of birth:**  **I do not wish to provide this information** |
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| **Do you have a disability?** Yes  No  **If yes, please give brief details**: |