



JOB APPLICATION FORM

(Please note that all fields are compulsory. Once completed please send to applications@dwc.org.ng)

POST APPLIED FOR:

PERSONAL DETAILS *(please use block capitals)*

Last Name	
First Name(S)	
Title	
Previous Names <i>(If Applicable)</i>	
Address <i>(including postcode)</i>	
DfES Number <i>(If Relevant)</i>	
Date of recognition as a Qualified Teacher	
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	
Email Address	
Question 6	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others <i>(Please specify)</i>
Family Status	Number of Children:

EDUCATION AND ACADEMIC QUALIFICATIONS

School/College/University	From	To	Subjects, Qualifications, Grades, Honours
Secondary (post 16)			
Higher Education			
Further postgraduate qualifications <i>(including PGCE/PGDE/Teacher Training)</i>			

PRESENT APPOINTMENT (or most recent)

Post Held		Date Appointed	
Responsibilities held (if applicable)			
School and address			
Number on roll		Age range	Boys/Girls/Mixed
Name of Local Authority (if applicable)		Community, Aided, Independent, Boarding, etc.	
Present salary details	Salary Scale (e.g. Main scale, UPS, Leadership)		
	Salary point		
	Additional allowances (e.g., TLR, SEN etc.)		
	Total salary (If part time please specify FTE)		£/\$/N
Date left (if applicable)		Reason for leaving	

PREVIOUS TEACHING APPOINTMENTS (please start with most recent)

(Details of work outside of teaching and any gaps in employment should be recorded on page 4)

Title of post/responsibilities held/additional allowances and name of school/college/other employer. (Please specify if school is community, aided, controlled, Independent, boarding etc.)	- Local Authority (if applicable) - Age range - Boys/girls/mixed - Key stages taught - Other relevant info.	NOR	Period of Service		Reason for leaving
			From	To	

PROFESSIONAL DEVELOPMENT

(Please give details of courses relevant to this application and indicate any awards earned)

Course Title	Provider	Duration	Dates	Awards <i>(if any)</i>

OTHER WORK EXPERIENCE *(Please start with most recent)*

Nature of Occupation	Employer	Period of Service		Reason for leaving
		From	To	

PERIODS WHEN NOT WORKING

(Please give details of any voluntary work and other periods when you have not been employed)

From	To	Reason

STATEMENT OF APPLICATION

In support of your application, you are recommended to attach a statement giving your reasons for applying for this post. Include any information which you consider relevant to this application, addressing the key areas in the person specification.

Please ensure your name and the post you are applying for are included on each sheet used.

INTERESTS (Both professional and leisure)

REFEREES

- References will only be sought for short listed candidates. It is our policy to obtain references prior to interview if you have concerns regarding this please contact us.
- The first reference **must** be your present or most recent Headteacher
- If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference **must** be that employer.
- Please do not give relatives or people solely in the capacity as friends as a referee
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.

REFEREE 1	REFEREE 2
NAME	NAME
POSITION	POSITION
ADDRESS (including postcode)	ADDRESS (including postcode)
TEL NO	TEL NO
FAX NO	FAX NO
EMAIL ADDRESS	EMAIL ADDRESS
In what capacity do you know the referee?	In what capacity do you know the referee?
If you are known to either referee by any other name, please give details	

DECLARATION

Are you related to any member of staff or Governors of Day Waterman College? If YES, who and in what capacity? NB: Canvassing of Day Waterman College Management by or on behalf of an applicant whether directly or indirectly is forbidden.	YES / NO
This post is exempt from the UK Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Criminal Records check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment, it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through ICPC or local criminal record, then this may place your appointment in jeopardy. <i>If appointed, you will be subject to an enhanced background check which will include a check on criminal convictions. Expatriate staff are expected to produce an up to date ICPC before starting the appointment.</i>	
Have you <u>ever</u> received a conviction, caution or bind-over?	YES / NO
Are you either on List 99, ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)?	YES / NO
If you have answered yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL	
Are you currently registered with the General Teaching Council or TRCN (Nigeria) or a similar body? For a similar body, please specify.....	YES / NO
I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal	
SIGNATURE OF APPLICANT DATE	
<i>Thank you for your application.</i>	

Day Waterman is committed to safeguarding the welfare of children and young people and expects the same from its employees. If appointed the postholder will be subject to an enhanced background check which will include a check on criminal convictions.