



APPLICATION FORM

POSITION APPLIED FOR: WHERE DID YOU HEAR ABOUT THE VACANCY?	
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SECTION I – PERSONAL DETAILS

FULL NAME: <small>(underlining the names by which you like to be known)</small>		
FORMER SURNAMES: <small>(where any previous change of name(s))</small>		
DATE OF BIRTH:		
CURRENT ADDRESS:		
PREVIOUS ADDRESS: <small>(Please state ALL addresses used in the last <u>five</u> years, if more than one, with dates. Use a separate sheet of paper if necessary)</small>		
CONTACT DETAILS:	Telephone (home): Telephone (work): Telephone (mobile): Email Address:	
NATIONAL INSURANCE NUMBER:		
DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? <small>If Yes, please provide details and dates</small>		
DO YOU HAVE A CURRENT CLEAN DRIVING LICENCE?		

PLEASE NOTE: to comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, **all applicants invited for interview** will be asked to bring with them their passport or evidence of a National Insurance number.

SECTION 2 - DETAILS OF ALL ACADEMIC / VOCATIONAL QUALIFICATIONS:

(please continue on a separate sheet)

Date Obtained:	School / College / University:	Qualification Gained:	Grade:
Please provide your Teacher Reference Number (formerly DfE number):			
Do you have Qualified Teacher Status?			
Are you registered with the GTC?			

SECTION 3 - CAREER HISTORY

Please supply a full history in chronological order (with start dates and end dates) of all employment, self-employment and any periods of unemployment since leaving education. Provide where appropriate explanations for any periods not in employment, self-employment or further education / training and in each case a reason for leaving employment. *(Please continue on a separate sheet if necessary).*

Dates:	Employers Name and Address:	Job Title and Brief Description of Duties:	Reason for Leaving:

SECTION 4 – PROFESSIONAL DEVELOPMENT AND TRAINING

Please give dates and details of courses attended in the last five years:
(Continue on a separate sheet if necessary).

SECTION 5 - HOBBIES AND INTERESTS

Please give details of any interests, hobbies or skills, particularly those that you could bring to the School for the purposes of extra curricular activity)

SECTION 6 - EXISTING CONTACTS WITHIN SCHOOL

Please indicate if you know any existing employees or governors at the schools and if so how you know them.

SECTION 7 - REFEREES

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children.

References will not be accepted from relatives or from referees writing solely in the capacity of friends.

Referee 1		Referee 2	
Name:		Name:	
Occupation:		Occupation:	
Organisation:		Organisation:	
Address:		Address:	
Phone Number:		Phone Number:	
Email Address:		Email Address:	

SECTION 8 – CRIMINAL RECORDS

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, am not named on DfE List 99, am not on the DBS Children’s Barred List or on the Protection of Children Act List, and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’.

.....
Signature

.....
Date

SECTION 9 - DECLARATION

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I understand that providing false information is an offence which could result in my application being rejected of (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I understand that the School needs to collect and use certain types of information about employees, and in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be use during the recruitment process and if appointed will be used as part of my personal records.

I consent to the School holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the School for this purpose from time to time.

.....
Signature

.....
Date

SECTION 10 - PLEASE ATTACH A LETTER TO YOUR APPLICATION EXPLAINING IN DETAIL YOUR REASONS FOR APPLYING FOR THIS POSITION