



APPLICATION FORM-CONFIDENTIAL

***Please complete in black ink or type. Incomplete applications will not be accepted. CVs are not acceptable.**

Application for post of:	
Personal Details	
Title:	Surname:
First names:	Known as:
Previous names	
Contact Details	Home
Mobile	Work
Email:	
Address and postcode:	
National Insurance Number:	
Are you eligible to work in the UK? Yes/no	
If "no" please specify your circumstances	

EDUCATION AND QUALIFICAIONS (Including any relevant professional qualifications)				
School/College	Dates from	Dates to	Courses and examinations taken	Results

EMPLOYMENT HISTORY Please give details of all employment List the information in date order with your current or most recent position first			
Employers name and address	Dates	Job title and main duties	Reason for leaving

REFEREES

- Any job offer is subject to satisfactory references and checks.
- Please provide us with the details of two work related referees, one of whom should be your current or last employer.
- 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.
- Please do not give relatives or people solely in the capacity as friends as a referee

Referee 1		Referee 2	
Name, organisation & address of current or last employer:		Name, organisation and address of other work related referee :	
Tel:		Tel no:	
Email address:		Email address:	
What is this person's relationship to you?		What is this person's relationship to you?	
May we contact this referee now? Yes/No		May we contact this referee now? Yes/No	
When would you be able to start?			

DECLARATION

Rehabilitation of Offenders Act 1974/Convictions

This post is exempt from the Rehabilitation of Offender Act 1974. If you are applying to work with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether or not they are regarded as spent.

If you are appointed we will ask you to complete a disclosure application from the Disclosure and Barring Service. Having a criminal record will not necessarily bar you from employment with us, but refusal to undergo a check may mean that you cannot be considered for the job.

List 99 contains the names, dates of birth and teacher reference numbers of people whose employment has been barred or restricted, either on grounds of misconduct or on medical grounds.

Are you on List 99, disqualified from work with children, or subject to any sanctions imposed by a regulatory body (for example the General Teaching Council)? If 'yes' please give details.

NO

YES

Have you ever received a conviction, caution or bind-over?

NO

YES

If you have answered 'yes' to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL

I declare that the information I have given on this form is correct and I understand that if the information I supply is not accurate or is false, you could withdraw an offer of employment or dismiss me. I understand that if I do not agree to this declaration you cannot consider my application.

Signature of

applicant.....DATE.....

PERIODS WHEN NOT WORKING (Please give details of any voluntary work and reasons for periods when you have not been employed)

From	To	Reason

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TRAINING Please give details of any relevant courses or training that you have taken				
Course Title	Training Provider	Duration	Dates	Awards (if any)

EXPERIENCE
<p>Please tell us how your skills, knowledge and experience match the requirements of the job. Please make sure that you refer to the person specification and also include:</p> <ul style="list-style-type: none"> • The reasons why you are applying for this post • The personal qualities and experience that you feel are relevant to your suitability for the post. • Key personalities and achievements in your present or most recent job which are relevant to this application. • Details of any relevant interests or activities

