



**APPLICATION FOR EMPLOYMENT - CONFIDENTIAL**

Please complete in black ink or typescript as this form may be photocopied. Curriculum Vitae will not be accepted. You must complete all sections of the application form.

PLEASE RETURN FORM TO MANAGER

Position applied for:

Vacancy Applied for:-

Setting:-

Where did you first learn of this vacancy?

**Personal Details**

Title:	Surname:	Forenames (in full):	
Home Address:		Daytime Tel:	
		Evening Tel:	
		Mobile:	
		Former Name(s) if applicable:	
		National Insurance Number:	
City/Town:			
Postcode:		Do you require a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:		Do you have a full driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Do you have regular use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Education/Qualifications**

Please state in chronological order. Applicants offered an appointment will be asked to verify their qualifications.

Name of School/College/University	Level	Awarding Body	Subjects	Grade/Result	Year Obtained



**Current Employment** or last employment if not currently employed.

Employer Name:			
Employer Address:			
Job Title:		Current Grade/Salary:	
Start Date (month/year):		End Date (month/year): (if applicable)	
Brief outline of duties:			
Reason you wish to leave this post:			

**Previous Employment**

Please put most recent job first. This may be paid or unpaid. Any dismissal or redundancy must be clearly stated.

Name of Employer, including relevant contact details	Job Title	Start Date (mm/yy)	End Date (mm/yy)	Reason for Leaving

**Gap in Employment Details**

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary.

Date from	Date to	Reason for gap



Please highlight training that you have undertaken which is relevant to the post for which you are applying.

Course Name	Course Provider	Duration	Date(s)

**Membership of Professional Associations** (if applicable to the post for which you are applying)

Organisation Name	Level of Membership/Role/Registration No. (if applicable)

**References**

Please state below, details of two people to whom reference may be made (family members, ex/current partners, close friends are generally not acceptable referees).

**Reference 1** - Your first referee must be your present or last Employer/Headteacher, if currently or previously employed.

**Reference 2** - Your second referee would normally be another previous employer (ideally where you worked with children and young people) or a University or College Tutor (if no previous employment) or a voluntary organisation.

If you were known to your referee under another name, please state name:

Reference 1 Name:	Reference 2 Name:
Address: (Incl. Post Code)	Address: (Incl. Post Code)
Email:	Email:
Tel:	Tel:
Position:	Position:
Organisation:	Organisation:



Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates' suitability to work with children. Can you please confirm below whether or not referees may be contacted prior to interview should you be shortlisted.

Referee 1 may be contacted prior to interview. Yes  No

Referee 2 may be contacted prior to interview. Yes  No

### Suitability and disqualification (please answer all the questions)

1. Have you or any person residing with you ever had an order made against you removing any child from your care? Yes  No

2. Have you or any person residing with you ever had a registration as a childminder or as a day care provider for children under 8 refused or cancelled? Yes  No

3. Have you or any person residing with you ever had a financial interest in a registered day care provision for children under 8 refused or cancelled? Yes  No

4. Have you or any person residing with you ever had child taken into care or been made a ward of court? Yes  No

5. Have you or any person residing with you ever been disqualified or prevented from being a foster parent? Yes  No

6. Have you or any person residing with you ever been involved as an owner or manager of a voluntary or registered home, for adults or children, whose registration has been refused or cancelled? Yes  No

7. Have you or any person residing with you ever had a financial interest in a voluntary or registered home, for adults or children, whose registration has been refused or cancelled? Yes  No

8. Have you or any person residing with you ever been referred to the Protection of Children Act list or the Department of Education and Skills list 99? Yes  No

9. Have you or any person residing with you ever been disqualified from registration? Yes  No



10. Have you or any person residing with you been convicted of any criminal offences?

Yes  No

If so, please give details.....

11. Have you had a police check in the last 3 years?

Yes  No

If so, please provide a copy of your CRB check and, if you have registered with the update service, the update service reference number.

### The Rehabilitation of Offenders Act 1974

Under the above Act most criminal convictions may be regarded as spent after a defined period and need not then be disclosed for employment purposes. However, jobs that involve work with either children or vulnerable adults are exempt from these provisions. This means that for all school based posts applicants are required to declare any criminal convictions including cautions, bindovers or no case to answer. If appointed, further vetting will normally require an enhanced DBS check.

Do you have any criminal convictions to declare? (including cautions, bindovers or no case to answer).

Yes  No

Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g. DfES, List 99, GTC).

Yes  No

If YES, please state details below or return with your application in a sealed envelope marked private and confidential, for the attention of the Headteacher.

### Availability

Please state any dates and/or times when you are not available for interview:

How much notice are you required to give?

When are you available to start work?



## Skills, Abilities, Knowledge and Experience

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the person specification. You should refer to these and any other details provided when completing this section. You should also outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities, hobbies or interests.

(Please continue on a separate sheet if necessary)



### Date of Birth

To assist with identity and vetting requirements, please provide your date of birth. \_\_\_/\_\_\_/\_\_\_\_\_

### Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

### General Notes

1. Any form of canvassing will disqualify the candidate.
2. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice.
3. Please return this form by the closing date to ensure consideration.

### Declaration

I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice. Sign below to confirm that you agree to the above statement (for applicants applying by email, please enter X in the box below).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_