



Motivated, Happy and Successful Learners

Confidential

Surname:

Initials:

**APPLICATION FORM
FOR THE POST OF:**

Thank you for applying for this post.

1. Please use BLACK INK to complete this form.
2. You are ENCOURAGED to submit a Curriculum Vitae and a letter of application, which clearly shows what you have achieved in relation to the post applied for.
3. You may submit a letter (no more than two pages) in support of your application. This should focus on an issue appropriate to the post and cover what you have achieved in attaining that target.
4. To aid processing of your application all supporting documents should be A4 and single sided.
5. The successful candidate will be asked to apply for a Criminal Records Bureau Disclosure.

This post is subject to an enhanced disclosure which involves an extra level of checking with local police force records together with checks on the police national computer and the Department of Health and DCSF Government department lists.

As part of our commitment to develop a work environment that is healthy, safe and harmonious, the School has adopted a 'Non-Smoking' policy.

As a caring organisation, the school is taking appropriate action to reduce what is now recognised as a hazard to the health of our students, employees and visitors.

PRESENT APPOINTMENT

Title of present job, or if you are unemployed, your most recent job:	
Name, address and telephone number of present or most recent employer:	Date of starting in present or most recent job:
	Permanent / Temporary:
	Full / Part-time
	Current Salary/Pay Scale:
Where did you see the post advertised?	<i>THE ABOVE DETAILS SHOULD BE TAKEN FROM YOUR CURRENT ANNUAL SALARY</i>

PREVIOUS APPOINTMENTS (Continue on a separate sheet if necessary)

Type of experience / Job Title	Full or Part time	Name of employer and/or location	FOR SCHOOLS		Starting with the earliest give dates		Reason for leaving
			N.O.R.	Age Range	From	To	

EDUCATION / TRAINING

	From (month & year) To		Qualifications gained (with grades)	Qualifications for which you are studying and/or
AT SCHOOL				
AFTER LEAVING SCHOOL				

EXTRA CURRICULAR ACTIVITIES/INTERESTS (Please list)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

REFERENCES:

If you are short listed, references **will** be made to your present or most recent employer.
Do you agree to this approach being made? **YES / NO**
If NO please give the name, address and status of an alternative source:

Details of Criminal Convictions/Offences:

The provisions of the Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment, and who has since lived trouble-free for a specified period of time (related to the severity of the offence), to be treated as if the offence, conviction or sentence never occurred. This is known as a spent conviction. However the provision of the Act relating to the non disclosure of spent convictions does not apply to all staff employed at the School. As you are applying for a post at the School you must give information concerning any previous convictions whether or not they are 'spent' within the meaning of the Act. Failure to disclose any convictions could lead to an application being rejected or may later lead to the dismissal of a successful applicant. Any information disclosed will, of course, be kept in strict confidence. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Do you have any criminal convictions/offences? **YES/NO**

If, yes please enclose details on a separate sheet in a sealed envelope.

CRIMINAL RECORDS BUREAU (CRB)

Successful applicants will be subjected to a Criminal Record Check (Disclosure) from the Criminal Records Bureau. Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying. A copy of the Criminal Records Bureau Code of Practice is available on request. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk

Additional Details:

Are you related to a member of the Governing Body of the School? **YES/NO**

If yes, please state to whom and how you are related.

NB. If you canvas a Governor about your application, you will be disqualified. This does not stop a Governor giving a written reference about you.

I confirm that the information I have given in this application is correct to the best of my knowledge.

Signed:

Date: