



APPLICATION FORM FOR EMPLOYMENT
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Position applied for:	
Site: (for example Birmingham/Worcester)	

SECTION 1. PERSONAL DETAILS

Title:	Surname:		
Forename (s)		Other names (if any):	
Date of birth:	Age:	Home telephone no:	
Mobile telephone no:		Day/Work telephone no:	
Current address:			
Postcode:		E-Mail:	

Current driving licence: Yes/No	Expiry Date:	Groups:	Details of endorsements:
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Do you have a legal right to live and work in the UK?	Yes		No	
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How did you learn about the vacancy, please state you have a legal right to live and work in the UK?	
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For internal use only:

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Gender:

Male

female

Preferred not to say

SECTION 2. TEACHING QUALIFICATIONS/Educational Details

NI Number:	Date QTS Gained:
DFES/ Teacher Ref Number:	QTS Provider:

School/college/University	Subject	Level (Degree etc.)	Grade	Date gained

Professional Development and other training (list most recent first)

Dates and Length of Course	Training provider	Course title and/or Qualification obtained



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SECTION 3. EMPLOYMENT

Present or Most Recent Position	
Job title	Date Appointed:
	Date Left:
Name and address of employer:	Current salary:
	Noticed required:
Telephone No:	Reason for leaving:
Current responsibilities:	

Employment and Related Experiences (list most recent first excluding present or most recent, Include agency work, continue on a separate paper if you don't have enough space)					
Dates		Employer Name and Address	Position Held	Full time/ Part time/ Supply	Responsibilities
From	To				

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Please note any other employment you would continue with if you were to be successful in obtaining this position:

SECTION 4. CONVICTIONS**Disclosure of criminal convictions**

The nature of the post for which you have applied means that it is exempt from the provisions contained in the Rehabilitation of Offenders Act 1974. You are therefore required to disclose whether or not you have ever been convicted of a criminal offense (please see below). Disclosures of a criminal conviction need not necessarily debar you from appointment. However, should you fail to disclose a criminal conviction prior to appointment, this could result in your dismissal or other disciplinary action being taken against you

ALL INFORMATION SUPPLIED WILL BE TREATED IN THE STRICTEST CONFIDENCE

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

Please tick relevant box

Yes No

If the answer is Yes please provide details separately.

Do you know of any restrictions on you taking up employment in the United Kingdom?

Yes/No

If yes please provide with details

I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, have no convictions, cautions, or bind-overs.

Print Name:

Signature:

**APPLICATION FORM FOR EMPLOYMENT****SECTION 5. REFERENCES****References**

Please give the names and addresses of two referees who may be contacted regarding your professional ability. One of these must be your PRESENT or Most recent employer

Name of referee (1):

Company:

Relationship to applicant:

Address:

Email address:

Post code:

Name of referee (2):

Company:

Relationship to applicant:

Address:

Email address:

Postcode:



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SECTION 6. PERSONAL STATEMENT

Please Provide a Personal Statement, why you are suited to the position:

A large, empty rectangular box with a black border, intended for the applicant to write their personal statement.



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DECLARATION (Please read this carefully before signing this application form

1. I confirm that the above information is complete and correct and understand that providing false information is an offence and could result in my application being rejected, summary dismissal if I have been selected and possible referral to the police
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtain a medical report, the law requires us to inform you of our intention and to obtain your permission prior to contacting your doctor).
3. I agree to an annual medical update to include conditions, medications and any change in medical circumstance.
4. I agree that such information will be retained in my personnel file during my employment for up to six years thereafter and understand that this information will be processed in accordance with current Data Protection legislation.
5. I agree that should I be successful in this application, I will be required to provide a Disclosure and Barring Service (DBS)/ Scottish Records Office Disclosure at the appropriate level before the first day of employment.
6. I understand that failing to provide a Disclosure and Barring Service(DBS)/ Scottish Records Office Disclosure at the appropriate level before the first day of employment or should the Disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment be terminated.
7. I understand that if I do not disclose 'disqualification by association' I will be committing an offence under the Childcare(Disqualification) Regulation Act 2009 (additional information available if required)

I can confirm that the information given in this application is correct and that I am in the possession of the certificates I claim to hold. I understand and accept that providing false information will result in my application being rejected or the withdrawal of any offer of employment, or summary dismissal if I am in the post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with section 12 of the guidance notes and, in particular, that checks may be carried out to verify the content of my application form.

Signed **Date**

Print Name.....