



Please read the guidance notes before you fill in this application form.

Office Use	Application Reference	
	Date Received	

Application for Employment

Job details

Job Applied for:

School:

Closing date:

Where did you find out about this job? (for example give the name of the newspaper, magazine, website etc.)

Personal details

Title/preferred form of address: Mr Mrs Miss Ms Other (please give details)

Last Name:

First name:

Address:

Former Name:

Date of birth:

Home phone:

Work phone:

Mobile phone:

Postcode:

E-mail address:

National Insurance no:

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Current Employment

Name and address of employer:

Job title:

Current salary and/or scale:

Date of appointment:

Name of school:

(if applicable)

Education and training



(please attach extra word processed pages if you need to)

(All relevant certificates will be examined at interview)

(i) Schools

Name of School	Qualification		Date
	Subject	Grade	

Full Employment history  (please attach extra word processed pages if you need to)

Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods of non employment.

Employer / School name & address

Brief description of duties
(give type of school & number on roll if applicable)

Date from: Date to:

Position held:

Reason for leaving:

Employer / School name & address

Brief description of duties
(give type of school & number on roll if applicable)

Date from: Date to:

Position held:

Reason for leaving:

Employer / School name & address

Brief description of duties
(give type of school & number on roll if applicable)

Date from: Date to:

Position held:

Reason for leaving:

Employer / School name & address

Brief description of duties
(give type of school & number on roll if applicable)

Date from: Date to:

Position held:

Reason for leaving:

Other Relevant Work  (please attach extra word processed pages if you need to)

Include work experience, voluntary or unpaid work. College/school leavers may use this section to provide details of hobbies and interests.

References

- (i) If you have worked before or are currently working, one of your referees must be your present or last employer.
- (ii) If you have worked with children in the past but are not currently doing so, you must provide as a third referee details of the person by whom you were most recently employed to work with children.
- (iii) NQTs - please include your university & 2 initial teacher training posts.

Referee 1

Name:

Position:

Address:

Phone Number:

E-mail address:

Type of referenced (please indicate) Employer Personal Academic

Referee 2

Name:

Position:

Address:

Phone Number:

E-mail address:

Type of referenced (please indicate) Employer Personal Academic

Referee 3

Name:

Position:

Address:

Phone Number:

E-mail address:

Type of referenced (please indicate) Employer Personal Academic

Information in Support of Application  (please attach extra word processed pages if you need to)

Please include in this section:

- The reason you are applying for this post
- Any information not already mentioned which you consider relevant
- How you meet the requirements of the person specification (if supplied)

Criminal convictions

This post is exempt from Rehabilitation of Offenders Act 1974, and therefore details of convictions, cautions and bindovers including detail of those regarded as spent must be declared below.

Declaration One

I confirm that I am not on the Children's List (List 99), disqualified from working with children or subject to sanctions imposed by a regulatory body. Please type your name in the box to digitally sign this application.

Your signature: _____ Date: _____

Please note that the successful applicant will be required to provide a CRB disclosure at the appropriate level for this post.

Eligibility to work in the UK

Do you require a work permit for this employment Yes No

Further information

Do you receive a local government pension Yes No
Do you have a current driving licence Yes No
Do you consider yourself to be disabled Yes No

Declaration Two

Are you related to any Councillor, senior employee of the Council, or governor or principal from the school for which you are applying for employment? Yes No

If 'Yes', please give details below

Name:

Job title:

Relationship to you:

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral of the Police.

The Trust reserves the right to verify any of the data supplied in your application.
Please type your name in the box to digitally sign this application.

Your signature: _____ Date: _____

Please give any dates when you are not available for an interview within the next two months:

Equal opportunities monitoring

Job title:

We have a legal duty to promote equality. This applies to everything we do both as an employer and provider of services. We also have a duty to ensure that minority groups are not excluded from our recruitment process. We want to make sure that our equal opportunities policy is working and also find out how well our recruitment process works. To help us with this we need to ask you a few questions.

Please note: The shortlisting and interview panel will not see any of this information as it is used for monitoring purposes only.

What is your gender?

Male Female

What is your age group?

16-24 25-39 40-49 50-64 65+

Ethnic origin

a. White

(i) White British (ii) White Irish (iii) Any other White background

b. Multiple Heritage

(i) Black Caribbean and White (ii) Black African and White (iii) Asian and White (iv) Any other Multiple Heritage

c. Asian or Asian British

(i) Indian (ii) Pakistani (iii) Bangladeshi (iv) Kashmiri (v) Any other Asian background

d. Black or Black British

(i) African (ii) Caribbean (iii) Any other Black background

e. Chinese, Yemeni

(i) Chinese (ii) Yemeni

f. Gypsy or Traveller

(i) Gypsy/Roma (ii) Irish Traveller (iii) Any other Gypsy or Traveller background

g. Any other Ethnic background

(i) Other

Religion/Belief

Buddhism Humanism Sikhism
Christianity Islam Other
Hinduism Judaism None

Sexual Orientation

Heterosexual Bisexual Lesbian/Gay Prefer not to say

Are you disabled or do you have a long term limiting illness or condition?

Yes No

If 'yes' please indicate which best describes your disability/condition

Physical or mobility impairment Learning disability/difficulty or cognitive impairment
Sensory impairment Long standing illness or health condition
Mental health condition Other

Are you a carer?

A carer is someone who looks after a partner, relative or friend who is an older person, or has a disability or long term illness. The carer may, or may not live in the same household.

Yes No
