

Internal use only

Ref . _____
No. _____

Employment Application Form

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

Vacancy Job Title	
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Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

1. INITIALS _____ SURNAME OR FAMILY NAME _____

2. LETTER OF APPLICATION *Please refer to the applicant information pack which will include instructions on completion of the letter of application*

3. CURRENT / LAST EMPLOYMENT

Name and address of employer	
Job title <i>Please enclose a copy of the job description, if possible</i>	
Date appointed to current post	
Current salary	
Date available to begin new job	

4. **FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	

3.1						
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3.2						
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3. FULL CHRONOLOGICAL HISTORY (Cont'd)

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	

3.3						
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3.4						
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3.5						
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3.6						
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3.7						
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Please enclose a continuation sheet if necessary

4. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)

Name of School/College	From	To	Qualifications Gained

5. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Dates		Full or Part-time	Qualifications Obtained
	From	To		

8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

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This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

10. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of Birth	
11. Email address	
12. National Insurance Number	
13. Have you ever been barred or restricted from working with children?	Yes No If YES give details separately under confidential cover
14. Do you have a current full driving licence?	Yes No
15. Are you subject to any legal restrictions in respect of your employment in the UK?	Yes No If YES please provide details separately
16. Do you require a work permit?	Yes No If YES please provide details separately
Are you related to or have a close personal relationship with any pupil, employee, or governor?9+	Yes No If YES give details separately under confidential cover
17. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

11. ETHNIC GROUP

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

Please tick the relevant box		ü
WHITE	British	
	English	
	Welsh	
	Scottish	
	Irish	
	Other White background	
MIXED	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
ASIAN or ASIAN BRITISH	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
BLACK or BLACK BRITISH	Caribbean	
	African	
	Other Black background	
CHINESE	Chinese	
OTHER ETHNIC GROUP		
NOT STATED		

12. REFEREES

Give here details of two people who can provide an employment reference. The first referee should normally be your present or most recent employer. If you are not currently working with children, but have previously done so, then please provide a referee from your most recent employment involving children. Referees will be asked about any current disciplinary record, and, if appropriate, any disciplinary record relating to children, which may include matters which are "time expired", and whether you have been the subject of any child protection concerns. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

