

**EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| Position applied for |  |
| Where did you see the post advertised? |  |

|  |  |
| --- | --- |
| **SECTION 1: PERSONAL DETAILS** | |
| Title: Dr/Mr/Mrs/Miss/Ms/Other |  |
| Surname |  |
| Forename(s) |  |
| Any Former Surnames  (e.g. maiden name or any previous change of name) |  |
| Preferred Name |  |
| Current Address (including post code) |  |
| Home Telephone Number |  |
| Mobile Number |  |
| E-mail |  |
| National Insurance Number |  |
| Are You Eligible to Work in the UK? | Yes  No  Please provide details: |
| Do you hold a current UK driving Licence? | Full  Provisional  HGV  No licence  If you have any current penalty points on your driving licence please give details?  Does your licence entitle you to drive any class of minibus (indicated by D1 on your licence)  Yes  No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2: EDUCATION & QUALIFICATIONS (most recent first)** | | | | | | | | | | | | | |
| Name of School/College/University | | Dates of attendance | | | | Degree/Qualification/Examination  (with grades achieved) | | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | |  | | | |  | | | | | | | |
| **SECTION 3: PROFESSIONAL /VOCATIONAL QUALIFICATIONS/PROFESSIONAL MEMBERSHIPS HELD**  *Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **SECTION 4A: EMPLOYMENT (Current or most recent)** | | | | | | | | | | | | | |
| Name and address of current/most recent employer or college/school | | | | |  | | | | | | | | |
| Job Title | | | | |  | | | | | | | | |
| Start date | | | | |  | | | | | | | | |
| Date of leaving (if applicable) | | | | |  | | | | | | | | |
| Notice period | | | | |  | | | | | | | | |
| Current Salary / salary on leaving | | | | |  | | | | | | | | |
| Do you / did you receive any employee benefits? If so, please provide details: | | | | | | | | Yes | | |  | No |  |
| Briefly outline your main duties and responsibilities: | | | | | | | | | | | | | |
| Reason for Leaving / Wishing to leave: | | | | | | | | | | | | | |
| **SECTION 4B: PREVIOUS EMPLOYMENT DETAILS**  *(Most recent first – continue on a separate sheet if necessary)* | | | | | | | | | | | | | |
| Dates | | Name of Employer | | | Position(s) Held and/or Duties | | | Reason for Leaving | | | | | |
| From | To |
|  |  |  | | |  | | |  | | | | | |
|  |  |  | | |  | | |  | | | | | |
|  |  |  | | |  | | |  | | | | | |
|  |  |  | | |  | | |  | | | | | |
|  |  |  | | |  | | |  | | | | | |
|  |  |  | | |  | | |  | | | | | |
| **SECTION 4C: GAPS IN EMPLOYMENT**  *If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. The information provided on this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience, Failure to provide a full account may lead to your application being rejected.* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **SECTION 5: WORKED/LIVED ABROAD**  *If you have lived outside the UK, for over three months, during the last 5 years, please provide details. You will need to supply a Police Certificate of Good Conduct from that country should your application be successful.* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **SECTION 6: EXISTING CONTACTS WITH THE SCHOOL**  *In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you are related to, or you maintain a close relationship with, an existing employee, pupil, volunteer, Governor or Trustee of the School.* | | | | | | | | | | | | | |
| **Name and Position at the School** | | | | | | | **Relationship to you (e.g. friend, sister, neighbour)** | | | | | | |
|  | | | | | | |  | | | | | | |
| **SECTION 7: INTERESTS/HOBBIES**  *Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its co-curricular activity.* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **SECTION 8: PERSONAL STATEMENT**  *Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| SECTION 9: REFERENCES  *Please supply the names and contact details of two people who we may contact for references. One of these must be your* ***current or most recent employer****. If your current or most recent employment does or did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.*  *If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.*  *If you have previously worked overseas the School may take up references from your overseas employers.*  *The School will telephone your referees in order to verify the reference they have provided.* | | | | | | | | | | | | | |
| Referee 1 | | | | | | | Referee 2 | | | | | | |
| Title & Name: | | | | | | | Title & Name: | | | | | | |
| Organisation: | | | | | | | Organisation: | | | | | | |
| Address: | | | | | | | Address: | | | | | | |
| Email address:  Telephone number: | | | | | | | Email address:  Telephone number: | | | | | | |
| Occupation: | | | | | | | Occupation: | | | | | | |
| May we contact prior to Interview? | | | | | | | May we contact prior to Interview? | | | | | | |
| Yes | | | No | | | | Yes | | | No | | | |
| **SECTION 10: DATA PROTECTION**  *The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.*  *If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.*  *We may check the information provided by you on this form with third parties.* | | | | | | | | | | | | | |
| **SECTION 11: DECLARATION**  *As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.*  *It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.*  *The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*  *A copy of the School's recruitment policy and child protection policy is available for download from the School's website. Please take the time to read them.*  *If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, with your consent the School will hold all documentation relating to your application on file for six months after which time it will be confidentially destroyed.* | | | | | | | | | | | | | |
| I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.  Should my application be unsuccessful I consent to the School holding my documentation for six months.  Yes  No | | | | | | | | | | | | | |
| Print name: …………………….. | | | | Signature: ……………….………………. | | | | | Date: ……………………………. | | | | |

Please return this form to Human Resources at Recruitment@luckleyhouseschool.org