



Application for the post of

Surname _____
 Forename(s) _____
 Preferred title (Mr/Mrs/Miss/Ms/Other) _____

National Insurance No: _____

Current Annual Salary _____

Permanent Address _____

 Address for correspondence (if different)

 Tel no: (work) _____ (home) _____
 Email: _____
 Mobile: _____

Further Education Details									
University/College, etc.	Date				Qualification Result	Subject	Age range if applicable	Full/part time	Date of award
	From		To						
	M	Y	M	Y					

Secondary Education details	Date				Subject/Grades
	From		To		
	M	Y	M	Y	

'A' Level Qualifications (subject, grade, and date of award):		
Subject	Grade	Date of Award

Original documentation of qualifications will be required prior to an appointment

Do you have GCSE Grade C or above or 'O' Level equivalent passes in both English and Mathematics?	Yes / No
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List below details of any in-service relevant courses and training undertaken which have not led to qualifications but which you consider relevant to your application. For those seeking a first appointment, please list any courses/projects that you feel would be of particular interest.

Please give details of previous jobs – explain any gaps.

Other employers	Full/Part time	Post designation	From	To

Referees: (NB: Testimonials are not required)

Give the name and address of two referees who can be consulted regarding your suitability for this post. Considerable importance is attached to the replies from referees and care should be taken to name persons who can speak with authority on your professional, industrial and/or educational experience. One of the referees should be your present employer. Students should include their college Principal.

Name 1.	2.
Status:	
Address:	
Email: _____	Email: _____
Tel: _____	Tel: _____
Fax: _____	Fax: _____

Additional information in support of your application (*continue on a separate A4 sheet if necessary*)

Are you a member of the Local Government Superannuation Scheme?	Yes / No
	Date of Commencement: _____
If not, do you contribute to any other Superannuation Scheme?	Yes / No
If so, please give details:	

Are you related to a Member of the Governing Board of the School?	Yes / No
If so, please give name and position held:	

Protection of Children
It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
Disclosure of criminal background is required to those with substantial access to children. You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders act 1974 (Exceptions) (Amendment) order 1986. **A subsequent offer of appointment will be dependant upon the completion of a satisfactory Enhanced DBS check.**

Have you ever been convicted or cautioned of a criminal offence? (If yes, please provide details of the Offence, the Sentence and the date)	Yes / No
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? If yes, please provide details:	Yes / No
If you are successful in your application, would you require a work permit prior to taking up employment?	Yes / No

Data Protection Statement

‘I hereby give my consent for Homewood School to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation’.

Signature: _____

Where did you see this post advertised?

Please remember this is an important document. Consequently if any of the particulars which you have given knowingly are found to be false, or if you have wilfully omitted or suppressed any material fact, particularly with regard to eligibility for employment, you could be dismissed.

In view of this you are asked to certify that to the best of your ability you have completed these entries correctly, that all questions have been answered accurately and fully, and that you are in possession of the certificates which you claim to hold.

Signature: _____ Date: _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

For office use only

Acknowledged	References	Required	Received	Interview	Appointed	Start Date
				Yes / No		

When complete please return this form with your letter of application marked Confidential to the Headteacher