



# Glebe House School

Please complete this form which will serve as a curriculum vitae. Candidates are welcome to send any further details which they consider relevant to their application. Applications, together with a short, hand-written letter explaining the candidate's specific interest in the post, should be sent to The Clerk to the Governors, Glebe House School, Cromer Road, Hunstanton, Norfolk, PE36 6HW.

## Personal details

Full name:

Address:

Telephone: Day:

Evening:

Mobile:

E-mail:

National Insurance number:

Date of birth (optional):

Nationality:

Marital Status (optional):

Age and sex of children (optional):

## Education

Primary/ Preparatory School:

Secondary/ Senior School:

A-Level subjects (or equivalent) with grades and dates:

University or College (with dates of attendance):

Degree subject and classification:

### **Other Qualifications**

Qualification:

University or College:

Further qualifications/ degrees/ professional training (please give dates):

### **Leisure Interests and Driving Licence**

Please indicate your leisure interests:

Do you hold a clean, valid Driving Licence? Yes ☐ No ☐ Licence held for ..... years

### **Present post**

Name and address of employer:

Position(s):

Present salary and benefits:

Date of appointment:

Notice period:

Other relevant experience:

**Previous posts**

Please list below details of employment since leaving full-time education until taking up your present post. Give names of employers, apart from temporary work, together with dates in chronological order and positions held.

(Please explain any gaps in your employment history)

(Please add additional pages if required)

## Medical and Legal

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, please write "none".

Under present legislation for all appointments with significant access to children, an enhanced check is required through the Disclosure and Barring Service. Your signature at the bottom of this form will be taken as your assent to this procedure. Forms will be provided on appointment which will be conditional on receipt of an acceptable disclosure.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If yes, please provide full details on a separate sheet and enclose this in a sealed envelope marked 'Private and Confidential' with your application. Yes ☐ No ☐

**I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started and possible referral to the police.**

**I have not been placed on List 99; disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory body and have no convictions, cautions or bindovers.**

**The school is authorised to obtain references to support this application. I release the school and referees from any liability caused by giving and receiving information. I agree that the organisation may use the information contained on this form for the purpose of processing my job application, for ethnic and gender monitoring, and for any other legitimate purpose of the business.**

**Signature of Applicant** ..... **Date** .....

## References

Please provide the names, addresses, e-mail addresses and telephone numbers of three referees and indicate your connection with them. One of these should be the Head or Chairman of Governors of your present school (if applicable), or your line manager if employed by someone other than a school. The others should be people who have known you personally for several years. Please indicate any that should not be approached prior to appointment.

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