

University / Institution of Higher Education	From – To	Full-time Part-time	Courses / Subjects	Degree	Standard of Award

School	From – To	Full-time Part-time	A Level Subjects (or equivalent)	Grades

EMPLOYMENT HISTORY

Give details of your previous employment starting with the most recent. Explain any gaps in employment and continue on a separate sheet of paper if necessary

Employer		Telephone	
Address			
Job title			
Final salary and allowances			
Benefits (e.g. accommodation)		Notice Period	
Employed from		to	Reason for leaving
Summarise the nature of the work, your responsibilities and particular achievements			

Employer		Telephone	
Address			
Job title			
Employed from		to	Reason for leaving
Summarise the nature of the work, your responsibilities and particular achievements			

Employer		Telephone	
Address			
Job title			
Employed from		to	Reason for leaving
Summarise the nature of the work, your responsibilities and particular achievements			

Employer		Telephone	
Address			
Job title			
Employed from		to	Reason for leaving
Summarise the nature of the work, your responsibilities and particular achievements			

PROFESSIONAL DEVELOPMENT		
Please list describe professional development activities you have undertaken in the last five years		
Year	Organising Body	Title and/or Description

RELEVANT SKILLS AND EXPERIENCE
Please list and where necessary describe any relevant skills, qualifications, languages, licences, certificates, interests, sports, activities, voluntary work, publications, awards, offices held or membership of any professional, trade, business or civic associations, etc.

ACHIEVEMENTS

Please describe your five most significant achievements, professional or otherwise.

1.	
2.	
3.	
4.	
5.	

CO-CURRICULAR CONTRIBUTION

Please list the co-curricular activities you may be able to offer if appointed to the post (including sports, arts, activities, societies, and pastoral or administrative roles).

--

SUPPORTING STATEMENT

Please explain briefly how your expertise and experience meet the requirements of this post. You may continue on additional sheets of paper if necessary or refer to a separate cover letter.

--

ADDITIONAL INFORMATION

Do you have any family members or a close relationship with anyone at the School including Trustees? If yes, please give details.

Do you have a current clean driving licence (applicable only if duties involve driving)

REFERENCES

Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends.

Name:

Name:

Address:

Address

Tel no:

Tel no:

E-mail:

E-mail:

Position:

Position:

*We may take up references for applicants before interview unless requested not to do so. If you do **not** wish us to contact a referee at that stage, please mark the box, alongside the name, with a cross.

DECLARATION & SIGNATURE

I confirm that the details in this employment application are, to the best of my knowledge, true and complete. I understand that if I have deliberately given false information, I may be dismissed at any time. I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on the DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and I have no convictions, cautions or bind-overs/I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.*

*Please delete as appropriate

Signed

Date