

APPLICATION FOR EMPLOYMENT

*Please complete all sections of the form.*

*A Curriculum Vitae may be submitted together with the fully completed form.*

*Please print.*

Position applied for

Date of application

###### PERSONAL DETAILS

Name: Title Surname Forenames

Addresses: Home

 Work

Nationality Passport Number

NI Number DfEE Number

Tel No Fax E-Mail

May we contact you at work? YES/NO Work No and best time to call

###### EDUCATION

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| --- | --- | --- | --- | --- |
| School Education | DatesFrom To | Full or part-time | A-level Subjects or equivalent | Grades |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| University/Other Institution Of Higher Education | DatesFrom To | Full or part-time | Courses/Subjects | Standard of award |
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Do you have Qualified Teacher Status (QTS) Yes/No

**EMPLOYMENT HISTORY**

*Give details of your last four positions starting with the most recent. Explain any gaps in employment.*

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| --- | --- |
| Employer Tel No Address  Job Title Dates employed from to  (mm/yyyy) (mm/yyyy)Present Salary and allowances Reason for leaving | *Summarise the nature of the work performed, Your job responsibilities and any achievements attained* |

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| --- | --- |
| Employer Tel No Address  Job Title Dates employed from to  (mm/yyyy) (mm/yyyy)Present Salary and allowances Reason for leaving | *Summarise the nature of the work performed, Your job responsibilities and any achievements attained* |

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| Employer Tel No Address  Job Title Dates employed from to  (mm/yyyy) (mm/yyyy)Present Salary and allowances Reason for leaving | *Summarise the nature of the work performed, Your job responsibilities and any achievements attained* |

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| Employer Tel No Address  Job Title Dates employed from to  (mm/yyyy) (mm/yyyy)Present Salary and allowances Reason for leaving | *Summarise the nature of the work performed, Your job responsibilities and any achievements attained* |

###### PERSONAL DEVELOPMENT/TRAINING

*Please list other courses, seminars attended in the last five years List any training or staff development*

 Date(Year) Organising Body Title and Purpose of Event

###### RELEVANT SKILLS AND EXPERIENCE - SUPPORTING STATEMENT

Skills, Qualifications and Voluntary Work

*Summarise any special training, skills, languages, licences, certificates, interests and activities*

*List special accomplishments, publications, awards, etc.*

*List professional, trade, business or civic associations and any offices held.*

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*Please set out briefly how your expertise and experience match the requirements outlined in the Further Information for this post Indicate fields of study and the teaching level to which they can be offered, together with details of current and previous research/publications (Please continue on additional sheet if required).*

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###### REFERENCES:

*List name and telephone number of three referees who are not related to you.*

*References will be sought prior to appointment.*

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| Name Position Tel No Contact Address E-Mail  Years known  Context  (E.g. My former Headmaster) May we approach prior to interview? YES/NO |

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| --- |
| Name Position Tel No Contact Address E-Mail  Years known  Context  (E.g. My former Headmaster) May we approach prior to interview? YES/NO |

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| --- |
| Name Position Tel No Contact Address E-Mail  Years known  Context  (E.g. My former Headmaster) May we approach prior to interview? YES/NO |

###### DECLARATION

*It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. The School reserves the right to check any of the details which you have provided in your application.*

I have read the above and confirm that the information contained in my application is correct and complete.

I give the employer the right to investigate all references and to secure additional information about me, if job-related I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I understand that the School will need to hold my data and sensitive personal data and I consent to the processing of such data within the terms permitted by the Data Protection Act.

Signature of Applicant Date

*On completion please return this Application Form to:*

*Lisa Rutland*

*Headmaster’s Secretary*

 *Eagle House School, Crowthorne Road, Sandhurst, Berkshire, GU47 8PH*

*or by email to* *lisa.rutland@eaglehouseschool.com*