

# Application Form



London Borough of  
**Redbridge**



Please ensure you complete all sections of this form and return with the summary grid which should be completed by hand.

## Post applied for

## Where did you see the post advertised

## Personal Details

Last Name

First Names

Title: eg: Mr, Miss, Ms, Mrs, other

Address

Postcode

Telephone: Home

Mobile:

Date Of Birth (DD/MM/YY):

E-mail address

## Current Employment/Teaching Post

Name & Address of Employer or Name of School and LEA

Postcode

Job Title

Dates from

to

Current Salary:

When are you available to start employment:

Reason for leaving

## Brief description of responsibilities

**Employment History since completing education** (most recent first)

Employer's name	Please give exact dates:		Job Title	Reason for leaving
	from	to		

**Education and Qualifications** – Please list all School and University qualifications and grades

Secondary School/College/ University	Dates		Qualifications gained	Grades	Date
	from	to			

**Safer Recruitment: Declaration of Criminal Offences** (Please tick box) Yes ☐ No ☐

This post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form of all offences, convictions, cautions or bindovers you have or any court cases that you have pending.

Details of Offence(s)	Place and date of Judgement(s)	Sentence(s)

*As the occupant of the post will have substantial access to children, a disclosure request will be made to the Criminal Records Bureau (CRB) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All Redbridge schools will comply with the CRB Code of Practice. **Note: Failure to disclose any criminal conviction could prevent further consideration of an applicant for appointment.** All information will be treated in the strictest confidence and will be used for this job application only.*

### Special Interests and Relevant Experience

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.


### General State of Health

How many days have you been absent from work during the past two years?

Number of days:	Reasons:

## References

Please give details of two referees below. One of these should be your Line Manager with your present and/or last employer.

Please note that all appointments are subject to satisfactory references.

Name of referee	Name of referee
Position	Position
Name and address of the organisation	Name and address of the organisation
Phone number	Phone number
E-mail address	E-mail address
Can we contact them before an interview? Yes No	Can we contact them before an interview? Yes No
Are you related to a Downshall member of staff or School Governor? Yes No	

If 'Yes' please state the name of the person and the relationship:

Please note: relationship includes blood, lawful or close personal (e.g. partners)

## Disability

The Disability Discrimination Act protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have, or have had a physical or mental impairment, which had substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments to the working arrangements and/or the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability you wish us to know about at this stage? Yes No

Please let us know what access requirements you may have.

## Declaration

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to disciplinary action or dismissal without a period of notice.

Signature:

Date:

**When completed, please return this form to: Downshall Primary School,  
Meads Lane, Ilford, Essex, IG3 8UG**

