**APPLICATION FORM**

*Committed to Equal Opportunities*

**POST for which you are applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** |  | | | | **Other names** | |  | | |
| **Preferred title**  **(Mr/Mrs/Miss, Ms, Dr etc)** |  | | | | **Previous surname**  **(if appropriate)** | |  | | |
| **Address** |  | | | | **Home Tel**  **(inc STD)** | |  | | |
| **Work Tel**  **(inc STD)** | |  | | |
| **Mobile Number** | |  | | |
| **Postcode** |  | | | | **Email** | |  | | |
| **Teacher Registration Number** |  | | | | **Date of Birth** | |  | | |
| **Newly qualified teachers: please give details of your induction year, and whether this was completed in full.** | | | | | | | | | |
| **Do you require a work permit?** | | |  | | **National Insurance Number** | | | |  |
| **PRESENT EMPLOYER (*or most recent if currently unemployed)* Please complete in full on this form** | | | | | | | | | |
| **Employer’s full address /telephone numbers** | | **Dates** | | | | **Job Title and Dept** | | **Salary and Notice period** | |
| **From** | | **To** | |
|  | |  | |  | |  | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT (Please complete in full on this form) There should be no gaps in employment** | | | | | | |
| **Employer’s full address /telephone numbers** | **Dates**  in chronological order from most recent | | | **Salary and Scale** | **Job Title with main duties** | |
| **From** | | **To** |
|  |  | |  |  |  | |
|  |  | |  |  |  | |
|  |  | |  |  |  | |
| Please explain periods not in employment. | | | | | | |
|  | | | | | | |
| **MEMBERSHIP OF PROFESSIONAL BODY, OTHER TRAINING COURSES etc** | | | | | | |
| *Dates* | | *Body/Organisation* | | | | ***Details/Date of award*** |
|  | |  | | | |  |
|  | |  | | | |  |
| **Please describe in more detail relevant experience, skills, etc, including any unpaid work experience (e.g. in the voluntary sector).** | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Higher Education** | | | | |
| *University/College* | *Dates* | | *Qualification with Main Subjects* | *Grade/Class*  *(ie First, 2.1 etc)* |
|  | *From* | *To* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary/Further Education** | | | | |
| **School, College etc.** | **DATES** | | **Level of Exam** | **Subject and Grade** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please give details of co-curricular experience, interests and involvement:** | | | | |
| **What are your interests and hobbies?** | | | | |
| **Please explain your interests in this particular post and also your specific reasons for applying to Warminster School:** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please state the names and addresses of two people to whom a request for a reference may be made before interview. One must be your present employer, or your previous employer, if not currently employed. At least one other must be someone who knows you in a work related or educational capacity, e.g. supervisor, tutor. Referees should ideally have known you for at least 2 years. All referees will be asked whether you have been the subject of any safeguarding concerns. Please complete all sections.** | | | |
|  | **Present employer\*** | **Reference 2** | |
| **Name** |  |  | |
| **Position** |  |  | |
| **Address, including postcode** |  |  | |
| **Telephone number** |  |  | |
| **E-mail address** |  |  | |
| \**Please note references will be requested before short listing, therefore, please tick the box if you wish to be consulted before an approach is made to your present employer for a reference.* | | |  |

|  |  |  |
| --- | --- | --- |
| **Please give details of any conviction, including the date of conviction and sentence imposed.**  NB   1. Road traffic offences should be included 2. Because of the nature of the work for which you are applying, this post 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) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment, any failure to disclose such convictions or cautions or bind over orders, could result in dismissal or disciplinary action by the school or by the Authority. All convictions or cautions or bind overs must therefore be disclosed. | | |
| **Nature of Conviction** | **Date of Conviction** | **Sentence Imposed** |
|  |  |  |
| *Applicants should note that they will have substantial access to children. In the interests of the protection of children, we will require applicants to give their permission to carry out a CRB check to establish whether or not they have a criminal background.*  ***I confirm that I give my permission for the school to undertake a DBS check: Yes / No*** | | |
| **Have you any relationship to any member of staff or Governor of Warminster School? (give details as necessary)** | | |
| **Please state the publication in which advertisement was seen:** | | |
| **Please Note:** Deliberate omission or falsification could lead to disqualification of your application or later dismissal, if appointed.  The appointment is subject to satisfactory evidence of medical fitness and police clearance.  If your application is successful, some of the information you give will be used to compile your personal file and will be stored on a confidential file, and in a computer. | | |
| *I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of appointment.*  **Signature: Date:** | | |