**Please return the completed form to** [**recruitment@horsforthschool.org**](mailto:recruitment@horsforthschool.org)

**Application for Employment as:**

**Grade:**

**Closing Date:**

**Last Name: First Name:**

**National Insurance No:**

**If you are selected for interview, are there any dates when you would be unavailable?**

**Address for Correspondence:**

**Postcode:**

**Home Tel No:**

**Mobile Tel No:**

**Email:**

**When would you be available for work?**

**CRIMINAL CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details on any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – for the addresses only’ in the top left hand corner with ‘The Director of HR’ in the centre of the envelope.

**References**

Please give the names and addresses of **two referees.**  Please ensure you include your most recent employer, or if you are not employed your last employer. Please ensure the referee covers the previous 5 years of your employment. **Please do not provide two referees from the same organisation.**

**Name: Name:**

**Organisation: Organisation:**

**Occupation: Occupation:**

**Address: Address:**

**Postcode: Postcode:**

**Telephone No: Telephone No:**

**Email: Email:**

**Capacity in which known: Capacity in which known:**

**Please note ALL referees will be contacted prior to interview.**

**CONTINUED PROFESSIONAL LEARNING/TRAINING (appropriate to the role)**

**Course title Provider Course Completed Awards**

**SECONDARY, FURTHER AND HIGHER EDUCATION**

**Date (MM/YY) School, College, Examinations Full/Part time Result/grade**

**(from: to:) University taken**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current or most recent position** | | | | | | | | | |
| **Job title** | |  | | | | | | | |
| **Previous employer** | |  | | | | | | | |
| **Salary** | |  | | | | | | | |
| **Grade/Allowances** | |  | | | | | | | |
| **Start date** | |  | | | | | | | |
| **End date** | |  | | | | | | | |
| **Period of service** | |  | | | | | | | |
| **Employing Authority** | |  | | | | | | | |
| **Previous experience covering the past 5 years** | | | | | | | | | |
| **Name of employer** | **Job title** | | **Salary** | **Grade/ allowances** | **Start date** | **End date** | **Period of service** | **Reason for leaving** | |
|  |  | |  |  |  |  |  |  | |
| **Please show that you have the knowledge required for this role:** | | | | | | | | |
| **Please show that you have the experience required for this role:** | | | | | | | | |
| **Please show that you have the skills required for this role:** | | | | | | | | |
| **Please add any further information in support of this application.** | | | | | | | | |
|  | | | | | | | | |

**Data Protection Act**

The information you submit will be processed by Horsforth School. Your data will be used for the purposes of Horsforth Schools Recruitment and Selection process. It will be used to monitor the effectiveness of the School’s policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only)

Local Government Authorities

Central Government Authorities

Organisations that handle or investigate the proper use of public funds

Law enforcement Authorities

**Declaration**

I consent to Horsforth School recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Horsforth School complying with their obligations under the Data Protection Act 1998.

I can confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

**Signed: Date:**