



APPLICATION FORM

Position applied for:
Length of notice required:

1. PERSONAL DETAILS

First name(s):	Surname:
Title (eg Dr, Mr, Mrs, Miss, Ms):	Any previous surnames:
National Insurance no:	Current salary:
Current address:	
Contact Tel Numbers: Daytime: Evening: Mobile:	
Email address:	
Dates you are NOT available for interview:	

2. Education and qualifications.

Please give details of all qualifications gained from NVQ and or GCSE level in chronological order:

Dates		Establishment	Subject/s	Qualifications gained	Attainment Level
From:	To:				

<i>Dates</i>		<i>Establishment</i>	<i>Subject/s</i>	<i>Qualifications gained</i>	<i>Attainment Level</i>
<i>From:</i>	<i>To:</i>				

Study and other professional qualifications:

<i>Dates</i>		<i>Establishment</i>	<i>Qualifications gained</i>	<i>Subjects</i>	<i>Attainment Level</i>
<i>From:</i>	<i>To:</i>				

3.EMPLOYMENT AND QUALIFICATIONS

Please give all details in reverse order, starting with the **most recent first:**

Employment History

<i>Dates</i>		<i>Name and address of Employer</i>	<i>Job title, description of duties and responsibilities</i>	<i>Reason for leaving</i>
<i>From:</i>	<i>To:</i>			

<i>Dates</i>		<i>Name and address of Employer</i>	<i>Job title, description of duties and responsibilities</i>	<i>Reason for leaving</i>
<i>From:</i>	<i>To:</i>			

Periods not in employment:

<p>You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet if necessary.</p>		
<i>From:</i>	<i>To:</i>	<i>Reason for periods not in employment or training:</i>

3. EXPERIENCE

How would your experience help you with the role you have applied for? Identify any particular skills or experience that would support your application.

4. REFERENCES

Please give details below of two professional people who can provide information that will confirm your suitability for this post, one of whom should be your current or most recent employer or if this is your first job, your school teacher or higher or further education lecturer. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are 'time expired' and any child protection concerns. The second referee should **not** be a relative or contemporary.

Details of First Referee

Name:	
Capacity known:	
Organisation:	
Telephone No:	
Email:	

Details of Second Referee

Name:	
Capacity known:	
Organisation:	
Telephone No:	
Email:	

5. TERMS AND DECLARATIONS

DISABILITY DISCRIMINATION
Highfields School complies with the Disability Discrimination Act 1995. If you have any disability, or there is any medical or other reason why you might not at any stage be able to fulfil your duties, such as, for example, a previous major illness, you should give further details in the space below, or in a covering letter. The successful applicant will be required to complete a medical questionnaire and, if necessary, undergo a medical examination. If

you have any condition or disability that might restrict your ability to undertake the job please state any adjustments that you might need to overcome this restriction.

DECLARATION – CHILD PROTECTION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.

I understand that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children

I have not been disqualified from working with children, am not named on DfES List 99, ISA Barred Lists or the Protection of Children Act List; I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and **either**:

*I have no convictions, cautions or bind-overs

Or:

*I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’ which I have sealed and which I understand will only be seen by the Headteacher in the event that I am selected for the post

(*Delete as applicable)

Signed..... **Date**.....

A copy of the school Child Protection and Safeguarding Policy is available on the school website.

DECLARATION

I declare that:

- All details provided by me as any part of this application are true and correct.
- I know of no reason why I should not be eligible for this post and am able to carry out my duties if appointed.
- I understand that misleading statements may be sufficient grounds for cancelling any agreements made.

Signed..... **Date**.....

Please note that to meet our obligations under Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and

processed by Highfields School for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.