

Application for Appointment

Appointment as: Domestic Cleaner

Personal Details			
Title (<i>Mr, Mrs, Miss, Ms, other</i>)		Former Surname (eg maiden name or any previous change of name/s)	
Surname			
Forenames		Nationality	
Present Address		National Insurance Number	
		If no NI number available, do you have evidence of your entitlement live and work in the UK?	YES/NO
		Date of Qualification or Recognition	
Postcode		When can you start?	
Previous Address (if resident at current address for less than 5 years, please provide any previous addresses during this period)		May we ring you at work?	YES/NO
		Teaching Posts Only	
		Please provide your DfES reference number	
Telephone		Do you have Qualified Teacher Status?	YES/NO
Mobile		Are you registered with the GTC?	YES/NO
Fax		Do you hold a current UK driving licence?	YES/NO
Email		Which classes of vehicle are you qualified to drive?	
Date of Birth			
Details of Current Appointment			
Position _____			
Name of company/school _____			
Address _____			
Postcode _____			
Telephone _____			
Starting Date _____			
Full or Part Time _____		Notice Required _____	

Description of Duties: (please use a separate sheet if necessary)

Previous Employment

Please give below details of all your previous employment, starting with the most recent. (Vacation jobs whilst a student need not be included). Exact dates of employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment and in each case any reasons for leaving employment. (Continue on a separate sheet if necessary.)

Name of Company/School	Post Held	Date of employment	
		FROM	TO

Education and Qualifications

From	To	Secondary School Attended

Date	Examination	Level	Grade

Date	Examination	Level	Grade

From	To	University / College Attended
		<i>Please indicate if part-time</i>

Degree Subjects and Professional Qualifications	Type and Class	Date

Other Employment, Interests and Activities, further relevant details

Please list relevant dates. Include here any qualifications not listed in the previous section

Disability

We do not discriminate unfairly against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying. If shortlisted for the position, we will ask you if any special arrangements are needed to assist you during the selection process. During your interview there will be an opportunity to discuss any reasonable adjustments that would assist you in carrying out the job.

References

Names and addresses of two persons to whom reference may be made as to qualifications and character. One must be your current employer or, if you are currently not working, this should be your last employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. For students, one referee should be from your college. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Present Employer	_____	Other	_____
Name	_____	Name	_____
Position	_____	Status	_____
School/Company	_____	School/Company	_____
Address	_____	Address	_____
	_____		_____
Postcode	_____	Postcode	_____
Telephone	_____	Telephone	_____
Facsimile	_____	Facsimile	_____
E Mail	_____	E Mail	_____
Position/Relationship	_____	Position/Relationship	_____

Present or Last Salary Details

To help with the assessment of salary please indicate below your present or last (if now unemployed), gross annual salary, and give details of any allowances above the normal scale salary ie special responsibility allowance, Inner London allowance, etc.

Basic Salary £	Allowances £	Gross Salary £
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Data Protection:

The information you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and may be used by the School for business purposes including the prevention and detection of fraud.

Declarations:

A) Criminal Offences *Please circle appropriate response*

The post for which you are applying involves work within an educational establishment and is therefore exempt from the provisions of Section 4(ii) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information about convictions, cautions and bind-overs which for other purposes are "spent" under the Act and, in the event of employment, any failure to declare any convictions, cautions or bind-overs could result in dismissal or disciplinary action by the school.

Have you ever been convicted of a criminal offence, *other than minor motoring offences*? No

If the answer is Yes, please give details of any conviction for a criminal offence(s) or pending criminal charge(s) on a separate sheet and place in a sealed envelope marked "Confidential".

In the event of an appointment being offered, it will be subject to the School making checks with the Criminal Records Bureau.

By signing this application you confirm that you are willing for such checks to be carried out.

Signed

Date

B) I confirm that all the information on this application form is correct to the best of my knowledge and belief. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, I am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council). I understand career verification specialists may be asked to audit this information and my background and have my express permission to do so. There is nothing that I have withheld that might be material to my employment in a co-educational boarding school where all staff are expected to be involved with the pastoral care of the pupils. An appointment is dependent on evidence of a satisfactory medical examination, proof of identity and verification of qualifications.

Signed

Date

Please return this form to Helen McBrown, Bursar's Office, Bedales School, Church Road, Steep, Petersfield, Hampshire, GU32 2DG