

## Application for Appointment

Appointment as:

<b>Personal Details</b>			
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
		<b>Teaching Posts Only</b>	
		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			
<b>Details of Current Appointment</b>			
Position	_____		
Name of company/school	_____		
Address	_____		
Postcode	_____		
Telephone	_____		
Starting Date	_____		_____
Full or Part Time	Notice Required		

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

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### 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

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### 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

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## Other Employment, Interests and Activities, further relevant details

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

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## 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.

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## 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.

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## Additional Information

In the space below, please tell us why you have applied for this role and give examples of things you have done that make you particularly suited to the job (please use an additional sheet if required and attach to the application form).

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## 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

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*Please return this form to Mary Hancox, External Relations Assistant, Bedales School, Church Road, Steep, Petersfield, Hampshire, GU32 2DG*

# Authorisation for Reference Request

I hereby confirm that you have my permission to contact:

**NAME OF REFEREE**

**POSITION**

**SCHOOL/COMPANY**

**ADDRESS**

**POST CODE**

**TELEPHONE**

**FACSIMILE**

**EMAIL**

Signature

Of Candidate

Date

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