



CONFIDENTIAL APPLICATION FORM

Please complete this form in **BLACK** ink

Position applied for:

Setting: Hutton Manor/Great Warley/Little Acorns GW/
Little Acorns HM/Head Office

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(please highlight appropriate setting)

PERSONAL DETAILS

Title:		Date of Birth:	
Surname:		Daytime Tel. No:	
Forename(s):		Evening Tel No:	
Former Surname <i>(if applicable):</i>		Mobile Tel No	
Current Address: 		Email Address:	
	<i>Please complete if applying for a Teaching Post</i>		
		DfE No	
	Do you have QTS?	Yes <input type="checkbox"/>	No <input type="checkbox"/> (please tick)

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NB If you have been at the above address for less than 5 years please provide details of previous addresses covering this period.

1.	2.	3.
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Date: (mm/yy)	Date: (mm/yy)	Date: (mm/yy)
From: to:	From: to:	From: to:

EDUCATION AND QUALIFICATIONS

Please give details of **Secondary** and **Further Education** including any 'A' levels or equivalent courses

Dates (mm/yyyy)		College/other institution	Qualification obtained and Grade/level
From	To		

Please give details of any **Higher** Education and equivalent courses

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Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application

Dates obtained	Name of Awarding Body	Qualifications obtained and Grade/level

EMPLOYMENT HISTORY

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

Present Employment

Job title: Current Salary: Current Scale (if applicable): Employed from: to:	Employer: Address:
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Please give a brief description of current duties, responsibilities and achievements

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Previous Employment

Dates (mm/yyyy)		Name of Employer	Job title and main responsibilities	Reason for leaving
<i>From</i>	<i>To</i>			

If there are any gaps in your employment or education history please explain them here

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Referees

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current employer or most recent employer. (**Note:** If you are currently not working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

Name **Position**

In what capacity do you know the referee:

Name of organisation:

Address:

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Telephone No.

Email:

Name **Position**

In what capacity do you know the referee:

Name of organisation:

Address:

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Telephone No.

Email:

HEALTH

Please note that the successful applicant will be required to complete a comprehensive medical questionnaire and, if necessary, undergo a medical examination.

PERSONAL STATEMENT

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For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details

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PERSONAL DECLARATION

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these position you are not entitled to withhold information about police cautions, 'bind-overs', or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or 'bound-over' or given a caution? YES/NO

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that if my application is successful, I will be required to obtain an Enhanced DBS Disclosure at the appropriate level.

DECLARATION – please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received on my behalf by or on behalf of Woodlands Schools relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed: **Date:** **Print Name:**
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All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.