



CONFIDENTIAL APPLICATION FORM

Please complete this form in **BLACK** ink if completing by hand

Position applied for:

Setting:

Great Warley/Hutton Manor

(please select appropriate setting)

PERSONAL DETAILS

Title:		Date of Birth:	
Surname:		Daytime Tel No:	
Forename(s):		Mobile Tel No:	
Former Surname (if applicable):		Email address:	
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"/>

EDUCATION AND QUALIFICATIONS

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.

Date: (mm/yy)

Date: (mm/yy)

Date: (mm/yy)

From: to:

From: to:

From: to:

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

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

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:		Employer:		
Current Salary:		Address:		
Current Scale (if applicable):				
Employed from:		to:		
Please give a brief description of current duties, responsibilities and achievements				
PREVIOUS EMPLOYMENT				
Dates (mm/yyyy)		Name of Employer	Job title and main responsibilities	Reason for leaving
From	To			

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

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:

Telephone No. Email:

PERSONAL DECLARATION

Using the person specification that you have been sent with your application pack, please demonstrate, using examples, your suitability for the position you are applying. Please include your reasons for applying and interest in this position.

Continue and attach sheet if required.

CRIMINAL RECORD

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:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.