

APPLICATION for EMPLOYMENT



Position applied for:

Where did you see this role advertised?

The personal data you provide on this form will be used by Oakham School for the purposes of recruitment, employment, and statistical analysis only, and if you are not appointed to a post, the form will be destroyed after 6 months. If you would prefer your form to be destroyed immediately, please tick here

Oakham School is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information we are requesting you to provide on this form is for this purpose.

Please complete all sections of the form.

A Curriculum Vitae should be submitted together with the completed form

Personal Details

PLEASE PRINT

Date of application

 / /

Name

Title

Surname

Forenames

Address

Previous Names

Number of years at this address

If less than 5 years then please provide all the previous addresses for the past 5 years

Previous Address

Previous Address

Length of time at address

Length of time at address

NI number

 / / / /

Tel.day

Tel.eve.

e-mail

Are you legally entitled to work in the UK? Yes/No

GENERAL

Do you have a current full UK driving licence

Yes

No

Please provide full details of membership of any professional bodies

EDUCATION

University / Institution of Higher Education	From – To	Full-time Part-time	Courses / Subjects	Degree	Standard of Award
School	From – To	Full-time Part-time	A Level Subjects (or equivalent)	Grades	

VOCATIONAL QUALIFICATIONS

Please provide details of any vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

PROFESSIONAL DEVELOPMENT

Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	Full-time/Part-time or Seconded	From	To

Short Courses (Attended during the last 3 years)

Name of Course	Provider	Full-time/Part-time or Seconded	From	To

Please describe any other professional development activities you have undertaken in the last five years

Year	Organising Body	Title and/or Description

SUPPORTING STATEMENT

Please explain briefly how your expertise and experience meet the requirements of this post. You may continue on additional sheets of paper if necessary or refer to a separate cover letter.

EMPLOYMENT HISTORY

Please supply a full history of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment or self-employment.

Present or most recent employer:

Address:

Your job title:

From:

To:

Brief description of responsibilities:

Reason for leaving / wishing to leave:

Notice required (or when you could join us):

Current salary:

Previous employers (most recent first)

From

To

Position held, brief description of duties and reasons for leaving

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ADDITIONAL INTERESTS

Position held, brief description of duties and reasons for leaving

ADDITIONAL INFORMATION

Do you have any family members or a close relationship with anyone at the School including Trustees? If yes, please give details. Yes No

REFERENCES

Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends.

* Name: * Name:

Address:

Address

Tel no:

Tel no:

E-mail:

E-mail:

Position:

Position:

*We may take up references for applicants before interview unless requested not to do so. If you do **not** wish us to contact a referee at that stage, please mark the box, alongside the name, with a cross.

DATA PROTECTION

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature

Date