**Application for Employment**

**Part A:** Personal Information

**Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance.

1. **Post applied for**:
2. **Where did you see the post advertised**:
3. **Name of School:**

# 3. Personal Details

|  |
| --- |
| **Surname**   |
| **Forenames**   |
| **Previous/other names**   |
| **Current address**     **Postcode**   |
| **Tel. No.**   **(pref. mobile)**  |
| **Email**  |

# 4. Current and/or Previous Employment

##  (a) Current post

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of organisation. If a school, please give full school address and number on roll   | F/T P/T or Temp  | Job Title  | Grade/Scale  | From  | To  |
| Exact dates if possible  |
|  |  |  |  |  |  |
| Salary £ |  |  |  |  |

|  |
| --- |
| Please state brief details of your current responsibilities.       |

##  (b) Previous roles

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of organisation. If a school, please give full school address and number on roll   | F/T P/T or Temp  |  Job Title  |  Grade/Scale  |  From  |  To  |  Reason for Leaving  |
|  |  |  |  |  |  |  |
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|   |   |   |   |   |   |   |

# 5. Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Examinations taken (e.g. GCSE / A Level)** | **School, College, University etc.** | **Grade** |
|  |  |  |  |
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|   |  |   |   |
| **Age range qualified to teach**  |  | **Subjects** **qualified to teach**   |

# 6. Membership of Professional Bodies

|  |  |  |
| --- | --- | --- |
| **Institute/Body**  | **Grade**  | **By Examination/Election**  |
|   |   | **Examination**  |  |  |   | **Election**  |  |  |   |
|  |  |
|   |   | **Examination**  |  |  |   | **Election**  |  |  |   |
|  |  |

# 7. Declaration\*

|  |
| --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes.  |
| **Signed:**  |   | **Date:**  |  |

\*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.

Part A: Page 2

**Application for Employment**

**Part B:** Meeting the Specification

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## 1. Relevant Experience

|  |
| --- |
| This section forms the **main body of your application**. Please ensure that you refer to each of the main headings in the Person Specification in order to explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate.  |
|  |

 Part B: Page 1

##  2. Job related training courses/seminars in the last five years

|  |
| --- |
| Please provide details and explain how this has supported your professional development.  |
|  |

## 3. Outside interests and hobbies

|  |
| --- |
| Please provide a brief description of your outside interests and hobbies.  |
|  |

## 4. Declaration\*

|  |
| --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes.  |
| **Signed:**  |   | **Date:**  |  |

\*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.