**Application for employment**

Office use

*Please write clearly and legibly in black ink. If word processed, a hard copy must be signed.*

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| --- | --- | --- | --- | --- |
| **Position applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Details | | | |  |
| *Title* | *Surname* | *Forenames* | | |
|  |  |  | | |
| Home address |  | | | |
| Contact numbers | Home:Work: | | Mobile:E-mail: | |
| Are there any restrictions regarding your employment, e.g. do you require a work permit? 🞎 Yes 🞎 No *If yes, please supply details on a separate sheet. If your application is successful you will be required to provide original documentary proof of entitlement to work in the UK, e.g. UK citizenship, National Insurance number, work permit, etc.* | | | | |
| Do you have a disability, which you would like us to know about so that we can make any necessary reasonable adjustments to the working environment? 🞎 Yes 🞎 No If *yes*, please supply further details on a separate sheet. | | | | |
| Please supply two referees, one of whom must be your current or most recent employer. (Please indicate if your referees know you by another name.)  ***Note****: References will normally be taken up before interview. Please indicate if you do not want either reference to be taken up at this stage and why. We may choose to contact any previous employer.* | | | | |
| Name:  Organisation: Position:  Address:  Email: Phone:  Can we contact them now? **🞎** Yes  **🞎** No | | | | |
| Name:  Organisation: Position:  Address:  Email: Phone:  Can we contact them now? **🞎** Yes  **🞎** No | | | | |
| Do you have a criminal record? 🞎 Yes 🞎 No If *yes*, please give full details on a separate sheet*A satisfactory Enhanced CRB Disclosure from the Criminal Records Bureau will be required for this post. Candidates who have spent time overseas may require equivalent checks to be carried out in other countries. We will employ ex-offenders in accordance with the Rehabilitation of Offenders Act 1974.* | | | | |

**Current or most recent employment**

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| --- | --- | --- | --- | --- | --- |
| Organisation |  | | Phone |  | |
| Address |  | | Email |  | |
| Date started |  | Date left, or ‘current’ with notice period required | | |  |
| Post title |  | Scale point/Salary/grade (specify any additional allowances) | | |  |
| Brief outline of objectives, responsibilities and duties of post, and your achievements in the post (continue on a separate sheet if necessary) | | | | | |
| Reason for wishing to change your present post or for leaving most recent post: | | | | | |

**Previous employment** (most recent first)

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| --- | --- | --- | --- | --- | --- | --- |
| Organisation |  | | | Phone |  | |
| Address |  | | | Email |  | |
| Date started |  | | Date left |  | | |
| Post title |  | Scale point/Salary/grade (specify any additional allowances) | | | |  |
| Brief outline of objectives, responsibilities and duties of post, and your achievements in the post. | | | | | | |
| Reason for leaving post: | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Organisation |  | | | Phone |  | |
| Address |  | | | Email |  | |
| Date started |  | | Date left |  | | |
| Post title |  | Scale point/Salary/grade (specify any additional allowances) | | | |  |
| Brief outline of objectives, responsibilities and duties of post, and your achievements in the post. | | | | | | |
| Reason for leaving post: | | | | | | |

***Please continue on copy sheets as necessary for full employment history. Include any gaps in employment, with reasons.*Education, training & qualifications** (most recent first)

***Include all formal education from age 11.***

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| --- | --- | --- | --- | --- | --- | --- |
| School, college, university, yeshiva/seminary, etc. | |  | | | | |
| From |  | | To |  | | |
| Subjects/exams/qualifications | | | | | Level/Grade | Year |
|  | | | | |  |  |
| Other significant areas of achievement: | | | | | | |
| School, college, university, yeshiva/seminary, etc. | |  | | | | |
| From |  | | To |  | | |
| Subjects/exams/qualifications: | | | | | Level/Grade | Year |
|  | | | | |  |  |
| Other significant areas of achievement: | | | | | | |
| School, college, university, yeshiva/seminary, etc. | |  | | | | |
| From |  | | To |  | | |
| Subjects/exams/qualifications: | | | | | Level/Grade | Year |
|  | | | | |  |  |
| Other significant areas of achievement: | | | | | | |

***Please continue on copy pages or separate sheets as necessary.***

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| Significant short courses / other training undertaken, with dates: |
| Studies / training in progress: |

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| **If applying for a teaching post:**  Do you hold QTS: **🞎** Yes  **🞎** No If *yes*, please state:  Training route (PGCE, SCITT, GTP, RTP etc.) & provider:  DfE/GTCE registration number: Year:  Have you successfully completed a period of statutory Induction? **🞎** Yes  **🞎** No If *yes*:  Local authority: Date:  Preferred main Key Stage:  Particular subject skills:  Additional skills and interests that you can bring to this post (e.g. music, art, languages, outdoor activities, garden, sport, environmental awareness, healthy schools, etc.):  Significant Inset undertaken in last 3 years, with dates: |
| Membership of professional bodies, organisations or institutions: |

***Note: evidence of relevant qualifications & registrations etc. will be required prior to appointment****.***Supplementary information**

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| Please tell us why you believe you are the right person for this job.  Refer to the Job Description and Person Specification where provided. Please be succinct, but continue on an additional sheet if you wish. |
| Interests / hobbies outside work: |
| Dates inconvenient for interview: |
| Please note where you saw this post advertised:  Times Educational Supplement / Jewish Chronicle / Jewish Tribune / Hamodia / EdgwareK / Jewish News / Local paper / other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Declaration of interest**  Have you or any of your close family members any direct pecuniary interests relating to the School? **🞎** Yes  **🞎** No  Are you related to, or in a relationship with, any present member of staff or governor of the school? **🞎** Yes  **🞎** No  If you answered *Yes* to either question, please give details on a separate sheet of paper. |
| **Declaration**  The information I have provided in this application is truthful, complete and correct to the best of my knowledge. I understand that supplying false or misleading information or deliberately omitting significant relevant information may result in dismissal and/or criminal prosecution at any point in the future if I am appointed. I authorise the verification of any or all information given.  Signed: Date: |
| For office use only Shortlisted for interview **🞎** Yes  **🞎** No  Position offered **🞎** Yes  **🞎** No |