

APPLICATION FORM

POST APPLIED FOR:			
1. PERSONAL DETAILS			
Surname:		Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>	
Forename:	Middle Names:	Ms <input type="checkbox"/> Other:	
Any Previous Names (Surnames/Forenames)			
Current Address:		Contact Numbers: Please tick next to which methods of contact you would like us to use. Please do not list a work telephone number if you are not happy to be contacted at work under any circumstances.	
Postcode:	Home:	<input type="checkbox"/>	
	Mobile:	<input type="checkbox"/>	
	Work:	<input type="checkbox"/>	
Email:			
National Insurance Number:			
DfES Number <i>(for teaching staff only)</i> :			
Do you have qualified teacher status? <i>(for teaching staff only)</i>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have a valid driving licence?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are there any restrictions on you taking up employment in the UK?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please give details:			
Emergency Contact Name: Telephone number:			

2. EDUCATION AND QUALIFICATIONS

Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there.

It is School policy to verify the qualifications of successful applicants, and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

Secondary School(s) attended:

Name and Location	Dates Attended		Qualifications Attained (Subject and Level) (Brief summary only)
	From (mm/yy)	To (mm/yy)	

Universities / Colleges attended:

Name and Location	Dates Attended		Qualifications Attained (Awarding Body, Subject, Level & Grade)
	From (mm/yy)	To (mm/yy)	

Other Courses	Please list below any courses or training in the last five years which are required for the position or are relevant to it. (Please continue on a separate sheet if necessary).
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Name of course, where completed and qualification attained	Date Completed (mm/yy)

3. EMPLOYMENT HISTORY

Please supply a full history in chronological order (with start and end dates) **starting with your current/most recent employer first**, of all employment, self-employment and any periods of unemployment since leaving secondary education. You **must** provide where appropriate explanations for any periods not in employment, self-employment or further education/training and, in each case, give reasons for leaving employment.

Present Appointment Date started:	
Employed by:	
Current salary/package:	
Current notice period:	
Position/duties:	

Reason for leaving:	
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4. EMPLOYMENT HISTORY – Continued

Dates of Employment		Name and Address of Employer	Job Title	Reason for leaving
From (mm/yy)	To (mm/yy)			

5. LEISURE/NON WORK ACTIVITIES

Please note below your leisure interests, sports, hobbies, other pastimes etc.

6. EXISTING CONTACTS WITHIN THE SCHOOL

In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees or Governors at the School and, if so, how you know/are related to them.

Name & Position at the School	Relationship to you (e.g. friend, neighbour, relative etc)

7. SUPPORTING INFORMATION

Please make specific reference to the job description/person specification and give evidence for each statement making sure that is relevant to this position. Please use a continuation sheet if necessary. In your supporting cover letter please outline your reasons for applying for this post and how you would meet the challenges it presents.

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8. REFEREES

Please provide three referees, one of whom should be your most recent employer.

	Referee 1	Referee 2	Referee 3
Name:			
Full Address:			
Telephone:			
Email:			
How do you know this person?			
Occupation			
	May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact this referee prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>

9. Criminal Convictions Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act list, and am not subject to any sanctions imposed by a regulatory body.

Do you have any convictions, cautions or bind-overs? YES NO

If the answer to the above is "yes", please attach, in a sealed envelope marked confidential, details of any convictions, cautions or bind-overs.

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. A completed application form helps us to compare individuals on like for like information and as such we do not accept a CV as the only form of application. However please feel free to attach a copy of your CV to your completed application form as supporting documentation.

All offers of employment are conditional until all the mandatory pre-employment checks are completed:

- ❖ Satisfactory medical fitness
- ❖ Receipt of at least two satisfactory references
- ❖ Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
- ❖ An enhanced disclosure with children's barred list information from the Disclosures & Barring Service

10. Declaration

I am aware that the personal information collected on this form will be used only for the purposes of recruitment and selection for the role I have applied for. The information will not be used for any other purpose nor will it be disclosed to any third party, except where required by law. I declare that the information I have given in this application for employment including any supporting documentation, is to the best of my knowledge, accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR if appointed, may result in my dismissal.

Signed*:

Date:

* If this form is submitted as an electronic version, you will be required to sign a paper copy if you are called for interview.

Please return your completed application form to:

Nicole Hamilton, Tudor Hall School, Wykham Park, Banbury, Oxfordshire, OX16 9UR
recruitment@tudorhallschool.com
Tel: 01295 756273