



Employment Application Form

Job Application Post

Position applied for:

Date available to take up posting:

Personal Details

Title:

Surname:

Forename:

Middle name/s:

Current Address:

Contact Telephone No.:

Mobile Telephone No.:

E-Mail Address:

National Insurance No.:

DfE Reference No.:

Qualified Teacher Status (QTS):

Education

Higher Education

Name of Institution	Date (mm/yy)		Name of Qualification	Qualification or Degree Class
	From	To		

A-Level or Equivalent Education

Name of Institution	Subject	Year of Exam	Grade/Level

GCSE or Equivalent Education

Name of School	Subject	Year of Exam	Grade/Level

Employment

Current Employment

Current Employer:

Job Title:

Date of Appointment (dd/mm/yy):

Salary:

Summary of Duties:

Notice Period:

Previous Employment History

Employer Name and Address	Date (mm/yy)		Job Title	Duties
	From	To		



References

Please give the names of two people who can comment on your suitability for this post. One should be your current employer or, if unemployed, your last employer. The other should be your most recent previous employer. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

If you are not currently working with children, please ensure one of these referees is from your most recent employment involving children. Please note referees will be asked about any disciplinary offences relating to children and/or any child concerns that you have been subject to.

Referee 1

Name:

Address:

E-Mail:

Telephone No.:

Relationship:

Contact Prior to Interview:

Referee 2

Name:

Address:

E-Mail:

Telephone No.:

Relationship:

Contact Prior to Interview:

Declarations

I confirm that the information given on this form, and any supplementary information provided, is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for withdrawal of any offer made or, if already employed, I could be liable to dismissal.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended in 2013) by SI 2013 1998, must be declared. I have not been disqualified from working with children, am not named on the DfE Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the Teaching Agency), and confirm either (please select where appropriate):

I have no convictions, cautions, reprimands or final warnings that are not 'protected'

Or

I have attached details of any convictions, cautions, reprimands or final warnings that are not 'protected', either in a sealed envelope marked confidential, or by email to secretary@ursulineprepwarley.co.uk giving your disclosure, your name and the post for which you are applying in the subject line.

Signature:

Date (dd/mm/yy):