Longridge Towers School

CARPE DIEM

CONFIDENTIAL APPLICATION FORM

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Position applied for:

1. Personal Information

Title:	Forename(s):	Surname:

Address: Postcode:	Former Name: (including maiden name) Preferred Name:

How long have you lived at this address:
If less than 5 years, please provide all previous addresses for the past 5 years:

Previous Address: Postcode:	Previous Address: Postcode:
Length of time at address: From (month/year): To (month/year)	Length of time at address: From (month/year): To (month/year:

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

2. General

Do you have qualified teacher status: YES/NO (please delete as appropriate)

If yes, please provide your Teacher Reference Number:

Do you have a current full UK driving licence: YES/NO (please delete as appropriate)

Please provide full details of membership of any professional bodies:

3. Academic and Vocational Qualifications
Please provide details of all academic and vocational qualifications:

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

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

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

Outside Interests

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

4. Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.
Please start with your current or most recent employer and in each case the reason for leaving employment.
Please provide explanations for any periods not in employment, further education or training. Gaps in employment history will be checked.

Employer/Training Establishment (including dates)	Position Held (including subject taught and at which level for teachers)	Reason for Leaving

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.		
Current Salary		
Salary (basic) if appropriate (Please indicate spine point for teachers	Additions (Please indicate responsibility points, London Allowance, etc)	
Please set out in detail below, a statement in support of your application, which addresses the criteria in the job description/person specification:		

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them:

6. Referees

Please provide at least two professional references, one of which should be your current or most recent employer. References for teaching positions will be taken up prior to interview.

Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Position:		Position:	
Tel No:		Tel No:	
Email:		Email:	

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

7. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information 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 are 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 firm with third parties.

8. 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 (eg, 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:
Email Address:	Telephone No:
National Insurance Number:	Date of Birth:

Please return your completed application form to: Mrs Jenna Sherratt, HR Advisor