



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:

Personal Details:	
Title:	
Surname:	First Names:
Previous Names(s):	Date of Birth:
Address:	National Insurance No:
Postcode:	Home Telephone No:
Email address:	Mobile Telephone No:

Are you related to any Member of the Governing Body/Employee of this organisation?
<p style="text-align: center;"> YES [] NO [] DON'T KNOW [] </p>
If YES, please give name(s):

Please give details of Secondary and Further Education including any "A" levels or equivalent vocational courses.		
Dates (mm/yyyy) From To	College/Other Institution	Qualifications Obtained and Grade/Level

Please give details of any Higher Education and equivalent courses.				
Dates (mm/yyyy) From To		College/Other Institution	Qualifications Obtained and Grade/Level	Name of Awarding Body

Please give details of any professional or vocational qualifications you hold that are relevant to your application.			
Dates (mm/yyyy) From To		College/Other Institution	Qualifications Obtained and Grade/Level

Employment History

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

Present Employment:	
Job Title:	Employer:
Current Salary:	Address:
Current Scale (if applicable):	
Employed From:	Employed to Present:
Please give a brief description of current duties, responsibilities and achievements:	

Previous Employment:				
Dates (mm/yyyy)		Name of Employer	Job Title and Main Responsibilities	Reason for Leaving
From	To			

If there are any gaps in your employment or education history please explain them here:

Leisure Interests/Achievements:

Referees:	
Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current employer or most recent employer. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.	
Name:	Position:
In what capacity do you know the referee:	
Name of Organisation:	
Address:	
Telephone No:	
Email:	
Name:	Position:
In what capacity do you know the referee:	
Name of Organisation:	
Address:	
Telephone No:	
Email:	

Please note that for **teaching positions**, we will contact these referees if you are short listed for this post and seek references **before** interview. Also, in relation to working with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the school on 01289 307584 to discuss the issues.

Personal Statement:

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

For persons who are not British or EU Nationals:

If you have any conditions related to your employment please give full details:

Personal Declarations:

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, “bind-over”, or any criminal convictions including any that would be otherwise considered “spent” under the Act.

Have you ever been convicted of any offence of “bound-over” or given a caution? YES/NO

If YES, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.

I understand that if my application is successful I will be required to obtain a DBS check at the appropriate level.

Declaration – please read carefully.

For the purpose of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Longridge Towers School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend.