



APPLICATION FORM

POSITION APPLIED FOR			
PERSONAL DETAILS			
Surname		Forename(s)	
Title		Any other names used	
Nationality		Place of Birth	
Address			
House name/number			
Street			
Town			
County		Post Code	
Moved into current address	Month		
	Year		
If resident at the current address for less than five years, please provide any previous addresses during this period:			
Address 1			
House name/number			
Moved out			
Address 2			
House name/number			
Moved out			
Telephone (Home)		Telephone (Mobile)	
Email address			

FOR TEACHING ROLES ONLY	
Are you currently eligible for employment in the UK?	YES/NO (please delete as appropriate)
I can provide confirmation that I am legally entitled to work in the UK	YES/NO (please delete as appropriate)
Do you have Qualified Teacher Status?	YES/NO (please delete as appropriate)
DfE Reference Number	
National Insurance Number	

Right to work in the UK (Asylum & Immigration Act 1996)

If you are invited to interview please bring along **original** proof and a copy of your right to work in the UK.

A list can be found at the government website www.ind.homeoffice.gov.uk

EMPLOYMENT DETAILS – PRESENT POST (if applicable) (Your current employer will be contacted and be required to prepare a reference before interview)	
Job Title	
Name and Address of Employer	
Date of Appointment	
Telephone Number	
Email	
Present Position and Responsibilities	
Salary (please include any additional benefits)	
Other Relevant Experience	
Date of Appointment	Period in Post

EMPLOYMENT DETAILS – PREVIOUS POSTS – PLEASE COMPLETE A FULL HISTORY			
Name and address of employer	Position held, F/T or P/T, scale	From	To
Reason for leaving			
Reason for leaving			

OTHER EMPLOYMENT			
Name of employer	Post held	F/T or P/T	Dates

PERIODS OF UNPAID ACTIVITY		
Give details of periods not spent in full-time or paid employment since leaving full-time education	From (month/year)	To (month/year)

HOBBIES, INTERESTS AND PASTIMES (Please also include where, if at all, these interests may support your application)

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Do you have a current driving licence?	Yes/No (please delete as appropriate)	Held since	
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MEDICAL INFORMATION

Are you in good health? This includes both mental and physical health	Yes	No (please specify below)
Have you had any operations or serious illnesses in the last 5 years?	No	Yes (please specify below)
Do you consider yourself to be disabled under the terms of the Disability Discrimination Act?	No	Yes (please specify below)

PREVIOUS EMPLOYMENT

Have you been employed by this school before?	Yes/No (please delete as appropriate)
If yes, please give approximate dates and position held	

SUPPORTING STATEMENT – Please explain what your reasons are for applying for a post at St. Hugh’s

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REFEREES

Please give the name of your current and most immediate previous employer, who is not related to you. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were the most recently employed in work with children.

If you only have one work referee your second referee may be a character referee who is not related to you.

Please note referees will not be accepted from relatives or from referees writing solely in the capacity of friends.

REFEREE ONE		REFEREE TWO	
Referee Name		Referee Name	
Job Title		Job Title	
Full Address		Full Address	
Email		Email	
Telephone		Telephone	
I agree to this reference being taken prior to any interview	Yes/No (please delete as appropriate)	I agree to this reference being taken prior to any interview	Yes/No (please delete as appropriate)

DISCLOSURE

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

(Note that the post you have applied for is exempted from the 'Rehabilitation of Offenders Act 1972', which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

Have you ever been convicted of a criminal offence?	Yes		No		
Have you ever been cautioned?	Yes		No		
Are you at present the subject of a criminal charge?	Yes		No		
If you have answered "Yes" to any of the above questions, please give brief details below including dates, details of the offence(s) and sentence if applicable.					

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DATA PROTECTION ACT 1998

The information you supply on this application form and supporting documents will be stored and processed by St Hugh's School.

- Information provided by you on this application form may be copied for use during the recruitment process.
- Once the recruitment process is completed, the data will be stored for 6 months and then destroyed.
- If you are successfully appointed to the role, St Hugh's School will retain the information provided in this form.

Signed		Date	
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DECLARATION

The facts set forth in this application for employment are, to the best of my knowledge, true and complete. Misleading statements may be sufficient for cancelling any agreements made.

- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that if I am offered the post, an enhanced disclosure will be sought.
- I am happy for these personal details to be held on file under the Data Protection Act.

Signed		Date	
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This appointment will not be finalised until the successful candidate can demonstrate DBS clearance and satisfactory references take up and received. It will also be dependent upon qualifications stated being verified as soon as possible after the interview.