



Application for Appointment

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory DBS, reference 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?	HOW DID YOU HEAR OF THIS VACANCY?
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PERSONAL DETAILS:

SURNAME (BLOCK CAPITALS)	FORENAME(S) (BLOCK CAPITALS)
DATE OF BIRTH:	NATIONAL INSURANCE NO.:
PRESENT ADDRESS (BLOCK CAPITALS) POST CODE:	TELEPHONE NUMBERS MOBILE: HOME: WORK:
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UK?	DfE REFERENCE NUMBER (if applicable)
DO YOU REQUIRE A WORK PERMIT? IF YES HOW LONG IS YOUR CURRENT WORK PERMIT VALID?	EMAIL ADDRESS (if available)

EDUCATION & QUALIFICATIONS:

Please give details of **secondary** and **further education** including any A levels or equivalent vocational courses

DATE		NAME OF SCHOOL / COLLEGE	QUALIFICATIONS OBTAINED AND GRADE/LEVEL	NAME OF AWARDING BODY
From	To			

Please give details of any **higher** education and equivalent courses

From	To	COLLEGE/UNIVERSITY	QUALIFICATIONS OBTAINED AND GRADE/LEVEL	NAME OF AWARDING BODY

Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application

DATE OBTAINED	QUALIFICATIONS OBTAINED AND GRADE/LEVEL	NAME OF AWARDING BODY

<p>PLEASE GIVE DETAILS OF ANY SPECIALISED TRAINING, KNOWLEDGE, EXPERIENCE OR AWARDS OBTAINED. INCLUDE FOREIGN LANGUAGES INDICATING LEVEL AND ABILITY, MEMBERSHIP OF PROFESSIONAL OR TECHNICAL INSTITUTIONS OR SOCIETIES RELEVANT TO YOUR APPLICATION.</p>		

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'S NAME:	
CURRENT SALARY & SCALE (if applicable):	EMPLOYER'S ADDRESS:	
EMPLOYED FROM	EMPLOYED TO	

PLEASE GIVE A BRIEF DESCRIPTION OF CURRENT DUTIES, RESPONSIBILITIES AND ACHIEVEMENTS

PREVIOUS EMPLOYMENT				
EMPLOYER'S NAME AND ADDRESS	DATE		APPOINTMENT HELD AND BRIEF DESCRIPTION OF MAIN DUTIES/RESPONSIBILITIES	REASON FOR LEAVING
	FROM	TO		

IF THERE ARE ANY GAPS IN YOUR EMPLOYMENT OR EDUCATION HISTORY, PLEASE EXPLAIN THEM HERE

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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 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).

REFEREE 1:

NAME:	POSITION:
IN WHAT CAPACITY DO YOU KNOW THE REFEREE?	NAME OF ORGANISATION/COMPANY
ADDRESS:	TELEPHONE NUMBER(S):
	EMAIL:

REFEREE 2:

NAME:	POSITION:
IN WHAT CAPACITY DO YOU KNOW THE REFEREE?	NAME OF ORGANISATION/COMPANY
ADDRESS:	TELEPHONE NUMBER(S):
	EMAIL:

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to work 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 Headteacher on 020 8555 5959 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 for. Please include your reasons for applying 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:

FURTHER INFORMATION:

PLEASE INDICATE ANY INTERESTS OR LEISURE ACTIVITIES. INCLUDE ANY VOLUNTARY WORK OR MEMBERSHIP OF CLUBS OR SOCIETIES WITH OFFICES HELD.

WHAT ATTRACTED YOU TO APPLY FOR THIS APPOINTMENT?

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-overs, or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or bound-over or given a caution?

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 CRB disclosure at the appropriate level. This will include obtaining police clearances if I have been overseas for a period for which a CRB Disclosure is not sufficient in line with DCSF guidelines.

If I am currently working with children, on either paid or voluntary basis, my current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether I have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children but have done so in the past, that previous employer will be asked about those issues.

DECLARATION – PLEASE READ CAREFULLY

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of AAGS management 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 an interview.