

**APPLICATION FORM**

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| **POST APPLIED FOR**:  | **DEPARTMENT**: |
| **PERSONAL** (BLOCK CAPITALS PLEASE) | Mr/Mrs/Ms/Miss/Other |
| Surname: |  |
| Forename(s | Date of Birth: |
| Address |
| Email: | Telephone No.  |

**EDUCATION & TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School or College | From | To | Qualifications obtained | Grades/Dates |
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**PRESENT (or most recent) EMPLOYER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer/type of business | From | To | Position & grade (if applicable) | Salary | Brief Summary of duties |
|  |  |  |  |  |  |

**PREVIOUS EMPLOYMENT (most recent first)**

**Please give details of all positions held since completing your full time education (including work experience, part time and vacation jobs)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of employer/type of business | From | To | Position held & grade if applicable | Salary | Brief summary of duties | Reason for leaving |
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| **STATEMENT IN SUPPORT OF YOUR APPLICATION**Please indicate how you would fit the job description and person description. (Please ensure any additional sheets are attached securely). |

**REFEREES** (References will normally be taken up if you are shortlisted for interview)

Give names, addresses and telephone numbers of two referee (one of whom should be your present, or most recent employer) and state relationship e.g. employer, friend etc.

Relationship:

Telephone:

Email:

Telephone No:

Relationship:

Telephone:

Email:

Telephone No:

**AVAILABILITY FOR WORK**

When are you available to start work?

**DECLARATION BY APPLICANT:**

The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

* convictions
* cautions
* warnings
* reprimands
* binding over or other orders
* pending prosecutions
* criminal investigations

that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

This information will be treated in full confidence and will be used only in relation to this specific application. Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account:

* The duties and responsibilities of the position
* The nature and age of any conviction
* The circumstances and background leading to the offence

**Eligibility to work in UK**

Nationality

Do you require a work permit to work in the UK? Yes No Unsure

If yes, do you currently have a work permit? Yes No

 Permit Number

I confirm the details given above are correct.

Signature: Date:

On completion this form should be returned Clare Thompson, Beechen Cliff School, Kipling Avenue, Bath BA2 4RE