



APPLICATION FORM

AN EQUAL OPPORTUNITIES EMPLOYER

(Please complete using black ink or type)

Application for the post of:	
Surname: (Please indicate your preferred form of title eg. Mr/Mrs/Miss/Ms/Dr)	Forenames:
Address for correspondence:	Telephone numbers Home: Work:
Email:	Mobile:
N.I. Number:	

EDUCATIONAL QUALIFICATIONS

Give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested.

From	To	School, College, University etc	Full / Part time	Examinations taken or to be taken (with dates)	Qualifications obtained

PRESENT EMPLOYMENT (if applicable)

Employer's name and address:	Date appointed:
Telephone number:	Job Title:
	Salary:
	Notice required:

DETAILS OF COURSES ATTENDED (with dates)

COURSE	DATES

PREVIOUS EMPLOYMENT

NAME OF EMPLOYER	DATE		JOB TITLE	BRIEF DETAILS OF RESPONSIBILITIES AND REASONS FOR LEAVING
	FROM	TO		

DETAILS IN SUPPORT OF APPLICATION

Please say why you are applying for the job. Give details of any work or other experience you have which may be relevant to your application, including hobbies and interests.

Please continue on another sheet of paper or write a separate letter of application if preferred.

A large empty rectangular box with a thin black border, intended for the applicant to provide details in support of their application.

REFERENCES

The first reference should be your present or most recent employer. If you were known to either of your referees by another name, please give details:

Name:	Name:
Position:	Position:
Address:	Address:
.....
.....
Telephone no:	Telephone no:
Fax no:	Fax no:
In what capacity do you know the above?	In what capacity do you know the above?
.....

OTHER INFORMATION

1. Are you related to any of the Governors of this school? Yes / No If yes, please state the name of the Governor and your relationship:
2. Do you require a work permit? Yes / No
3. Do you hold a current driving licence? Yes / No Do you have regular use of a vehicle? Yes / No
4. Where did you see the advertisement for this post?
Note i. Canvassing of Governors on behalf of an applicant whether directly or indirectly is forbidden. ii. Failure to disclose a family relationship to any Governor may disqualify the applicant. iii. Any personal data entered on this form may be held in computer form (in accordance with the Data Protection Act).
Criminal Offences This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. You are asked to disclose any previous convictions in the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action by the Governors. Any information given about convictions will be confidential. Have you ever been convicted of a criminal offence or been made the subject of any order, civil or criminal, made by a Court of Law? Yes / No If yes, please give details.
I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Governing Body of the Lord Grey School. Signature: Date:

Please return this form to:
The Headteacher, Lord Grey School, Rickley Lane, Bletchley, Milton Keynes MK3 6EW

