



Crutch Lane
Droitwich Spa
Worcestershire
WR9 0BE

APPLICATION FORM

<u>PRIVATE AND CONFIDENTIAL</u>		
Applications are invited from women and men from all sections of the community irrespective of their marital status, sexuality, disability, race, colour, nationality, ethnic, national origins, or religion who have the necessary attributes to carry out the job.		
Post applied for:		
Full name:		
Maiden Name or any previous change of name		
Address:		
Previous Address If resident at current address for less than 5 years		
Tel. No.:		
National Insurance Number		
Do you have a full driving licence?	Yes	No
EDUCATION:		
Please give details of the educational qualifications you have achieved with dates:		
Please give details of relevant courses you have attended with dates:		

WORK HISTORY

In chronological order starting with your current or most recent position. Please explain any periods not in employment.

Name & address of employer	from	to	Brief details of duties	Reason for leaving

FURTHER INFORMATION (continue on another sheet if necessary)

Please indicate your reasons for applying for the post. You are also invited to give here any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, memberships of voluntary organisations etc.:

How did you hear about this position (if newspaper please specify):

REFERENCES

Please give names, addresses and telephone numbers of two referees one of whom should be your present/most recent employer. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. References will be taken up after the interview.

1.

2.

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? 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 an Enhanced CRB Disclosure and complete a medical questionnaire.

The school may request a certificate of medical fitness from your medical practitioner.

Signed:Dated.....

Print Name:

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 Dodderhill 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:Dated.....

Print Name: