



APPLICATION FORM

POSITION APPLIED FOR:

1. PERSONAL DETAILS (please use block capitals)

Title Surname

Forename(s)

Have you ever used any other names? YES / NO (delete as appropriate)

If YES please state (in full)

Address Telephone (Home)

..... Telephone (Mobile)

..... E-mail (personal or work – please specify)

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Date of birth

National insurance number

DCSF reference number (where applicable)

2. EMPLOYMENT HISTORY

Name and address of present employer:

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Position held

Date post held from Full time / part time (delete as applicable)

Salary

PREVIOUS EMPLOYMENT *	FROM	TO	POST DETAILS
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* Your full employment history is required. Please use a continuation sheet if necessary. If your employment record is not continuous, please state the reasons.

3. EDUCATIONAL QUALIFICATIONS (SCHOOLS SINCE AGE 11, COLLEGE, UNIVERSITY)

School/College/University	From	To	Qualifications obtained (eg GCSE, A-level, degree) including grades
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4. DETAILS OF FURTHER PROFESSIONAL TRAINING / OTHER QUALIFICATIONS

Date obtained	Awarding body	Grade (if appropriate)
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5. INTERESTS AND HOBBIES

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6. REFEREES

Please supply the name and address of two people who are able to comment on your suitability for this post. One referee must be your last employer.

NB References will not be accepted from relatives or from people writing solely in the capacity of friends.

a) Name

Position

Address

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Post Code Telephone number

Fax number Email

How long have you known this referee?

b) Name

Position

Address

.....

.....

Post Code Telephone number

Fax number Email

How long have you known this referee?

7. DISCLOSURE OF CRIMINAL CONVICTIONS AND REHABILITATION OF OFFENDERS ACT 1974

The post for which you are applying will involve access to children and will be subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service. Please make the following declaration and tick the appropriate box.

- I have nothing to declare
- I have information to declare and have attached a sealed envelope containing details

A copy of the school's Criminal Records' Policy is available upon request.

7. CONTD / DISCLOSURE OF CRIMINAL CONVICTIONS AND REHABILITATION OF OFFENDERS ACT 1974
I certify that I am not included on the Children's Barred List or Adults' Barred List maintained by the Disclosure and Barring Service, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed: Date:

8. DO YOU HOLD A CURRENT DRIVING LICENCE? YES / NO (delete as appropriate)

9. ASYLUM AND IMMIGRATION ACT 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK? **YES / NO** (delete as appropriate)

10. DECLARATION

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Kirkham Grammar School to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been, or is obtained by Kirkham Grammar School, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to Governors and authorised employees of the school and used by the school for any purpose relating to my application and prospective recruitment and employment within the school.

Signed: Date:

This application form, together with supporting letter and CV, should be forwarded to:

Miss S L Felton
HR Administrator / Bursarial PA
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

EXISTING CONTACTS WITHIN SCHOOL

Please indicate if you know any existing members of staff or Governors at the school, and if so, how you became acquainted.

Kirkham Grammar School supports the principle of equal opportunities in employment and a copy of the Equal Opportunities Policy is available on request.