

Employment Application Form



Saint Michael's College

Postition applying for :

Part 1 – Personal Information

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> other _____	First Name:	Surname :
Former Name (incl. maiden name):	Preferred Name:	
Home Address:		
Town / City:	County:	Postcode:
How long have you lived at this address?: _____ years _____ months		
If less than 5 years please provide all previous addresses for past 5 years		
Previous Address:	Previous Address:	
Postcode:	Postcode:	
Length of time at this address:	Length of time at this address:	

Contact Details

Home Telephone:	Mobile Number:
Work Telephone:	Email address:

Part 2: General

Are you currently eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are applying for a teaching position, do you have Qualified Teaching Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a current full UK driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
National Insurance No:		
Please provide full details of membership of any professional bodies:		

Part 3: Academic and Vocational Qualifications

Please provide details of all academic and vocational qulaifications:

Award / Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading

Part 4: Professional Development**Please provide details of all courses attended in the last 3 years:**

Name of Course (and award if gained)	Provider	Ftime/Ptime or seconded	From	To

Outside Interests

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Part 5: Further Education and Career History**Please provide full details of all positions held and of all training/further education, employment, self employment and unpaid work since leaving secondary education.****Please start with your current or most recent employer and in each case the reason for leaving employment.****Please provide explanations for ANY periods not in employment, further education or training.**

Employer/Training Establishment	Position held (incl. subjects taught and which level)	Reason for leaving	From	To

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading

Current Salary	
Salary	Additions
Total Salary	

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post

Part 6: Referees

Please provide at least two professional referees. One referee should be your current or most recent employer in education.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No		Tel No	
Email		Email	

Please confirm if you know any existing employee at the school and if so, please provide full details of how you know them.

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Part 7: Data Protection

The Information that you provide on this form will be used to process your application for employment. The personal information that you provide will be used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DCSF List 99 or the Protection of Children Act List, and not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and either *(please tick appropriate)*

I have no convictions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential

I declare that the information I have given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from the appointment or if appointed, may result in my dismissal.

Signature:

Date:

Please return your completed application form to: