Stanborough School is committed to safeguarding and promoting the welfare of Children and expects all staff and volunteers to share this commitment

Post Applied for: At: School

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

**All sections must be completed**.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname/Family Name:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address:** | **Present Address (if different):** |
|  |  |
|  |  |
|  |  |
| **Post Code:** |  |
| **Telephone (Home):** | **Telephone (Work):** |
| **Telephone (Mobile):** | **Email:** |
| **Date of Birth:** | **Religion:** |
| **National Insurance No:** |  |
| **CRB Disclosure No:** | **Date Issued:** |
| **CURRENT EMPLOYMENT** (If you are not currently employed please give details as appropriate) | |
| **Name of Establishment:** | **Employer:** |
|  |  |
| **Post Held:** | **Date Appointed:** |

**PREVIOUS EMPLOYMENT DETAILS**

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer and Establishment** | **Post Held** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**HIGHER EDUCATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Establishment(s)** | **From** | **To** | **Full/**  **Part-time** | **Qualification Awarded** | | | |
| Degree |  |  |  | Degree | Class | Division | Date of award |
| or Cert.Ed. |  |  |  |  |  |  |  |
| PGCE |  |  |  |  | | | |
| Other |  |  |  | Subject | | | |

**SECONDARY SCHOOL EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Establishment(s)** | **From** | **To** |
|  |  |  |

**Examinations** (please give details of ‘A’ Levels and GSCEs, or equivalent: i.e. Subject, Date, Results/Grade).

|  |  |  |
| --- | --- | --- |
| **Subject** | **Date** | **Results/Grade** |
|  |  |  |

**OTHER QUALIFICATIONS OBTAINED**

|  |  |  |
| --- | --- | --- |
| **Course and Organising Body** | **Date** | **Qualification** |
|  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**LEISURE INTERESTS**

|  |
| --- |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
|  |

**CHILD PROTECTION**

Have you had any criminal convictions or cautions, or been subject to sanctions imposed by a regulatory body or the subject of any child protection concerns.

Yes No

(All successful applicants will be required to provide a CRB disclosure at the appropriate level)

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.** (If you are currently employed, one referee **must** be your present employer)

|  |  |
| --- | --- |
| **1) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** | **E-mail:** |
| **2) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** | **E-mail:** |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

|  |  |
| --- | --- |
| **From what source did you learn of this vacancy?** | |
|  | |
| **Are you a relative or partner of any employee or governor of the School?** | Yes/No |
| **If yes**, please give details: | |
|  | |
| **Has someone else completed this form on your behalf?** | Yes/No |
| **If yes**, please provide the person’s name and an explanation: | |
|  | |

|  |
| --- |
| I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| **Signature:** |
| **Date:** |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** | |
|  | |
| **PENSIONS** | |
| Are you currently in receipt of a pension | Yes/No |
| **If yes**, please indicate whether these are: |  |
| i) Widower’s Contributions | Yes/No % |
| ii) Purchase of Past added Years | Yes/No % |
| iii) Additional voluntary contributions via Prudential Assurance Co. | Yes/No % |

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**YOU NOW NEED TO COMPLETE THE ENCLOSED**

**PERSON SPECIFICATION FORM**