

Please complete this Job Application in black ink or typescript, so that, if necessary, it can be photocopied clearly.

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| **APPLICATION FOR POST OF** | | | | | | | | | | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | |
| Surname | | | | | | | | Title | | | | | | | | | |
| Forenames | | | | | | | |  | | | | | | | | | |
| Address | | | | | | | | Tel No:  Home:  Work  Mobile  Email address | | | | | | | | | |
| Post Code | | | | | | | | N.I. No | | | | | | | | | |
| **PREVIOUS ADDRESS OR ADDRESSES** ( If resident at current address for less than five years please provide all previous addresses during this period) | | | | | | | | | | | | | | | | | |
| Dates: Dates:  Address Address: | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **For Teaching posts please complete this section** | | | | | | | | | | | | | | | | | |
| DfE Teacher Reference Number:  Do you have a DfE Qualified Teacher Status?  Please add the date you achieved Qualified Teacher Status | | | | | | | | | | | Yes/No  Date: | | | | | | |
| **DRIVING LICENCE** | | | | | | | | | | | | | | | | | |
| Do you hold a valid UK or EU driving licence? Yes/No | | | | | | | | | | | | | | | | | |
| **QUALIFICATIONS AND EDUCATION** | | | | | | | | | | | | | | | | | |
| **Please give details of all nationally recognised qualifications** | | | | | | | | | | | | | | | | | |
| **Year of Qualification** | **Qualification** | | **Subject** | | **Grade/**  **level** | | **School/College/University** | | | | | | | | | | **Full/part time** |
|  |  | |  | |  | |  | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | |
| **OTHER TRAINING** | | | | | | | | | | | | | | | | | |
| **Please give details of training you have undertaken which is relevant to this post** | | | | | | | | | | | | | | | | | |
| **Training/Course Title** | | | | **Organising Body** | | | | | **Duration** | | | | **Month/Year Completed** | | | | |
|  | | | |  | | | | |  | | | |  | | | | |
| **CURRENT POSITION** | | | | | | | | | | | | | | | | | |
| Please give details of your **CURRENT** post | | | | | | | | | | | | | | | | | |
| Employer Name and Address | | | | | | | | | Full/Part time | | | Salary /Wage | | | Date Appointed | | |
|  | | | | | | | | |  | | |  | | |  | | |
| Post Title and Main Duties and Responsibilities | | | | | | | | | Period of Notice Required: | | | | | | | | |
|  | | | | | | | | |
| **PREVIOUS EXPERIENCE** | | | | | | | | | | | | | | | | | |
| Please complete in **REVERSE** chronological order (i.e. you most recent job first) ensuring that any gaps in employment are explained in full. | | | | | | | | | | | | | | | | | |
| Employer/  Establishment | | Post Title and Main Duties/ Responsibilities | | | | Salary/Wage Scale/Grade | | | | Full/Part Time | | | From /To  (Mth/Yr) | | | Reason for leaving | |
|  | |  | | | |  | | | |  | | |  | | |  | |
| Other useful experience e.g. unwaged, voluntary work, family care, study etc | | | | | | | | | | | | | | Dates | | | |
|  | | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | | | | | | | | | | | | |
| Please give your reasons for making this application relating your qualifications, experience and personal attributes to the essential criteria in the person specification. You may also wish to relate your own leisure and spare time interests. If necessary, please continue on a separate sheet and attach to this form. | | | | | | | | | | | | | | | | | |

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| --- | --- |
| **REFEREES** | |
| Please give details of two referees, one of whom should be your present /most recent employer. Please note: No appointment will be made without first taking up at least one reference.  ***Please note that reference will be taken up prior to interview and non-receipt prior to this time may result in the delay or postponement of interview.*** | |
| Current Employer / Previous Employer(**please delete as appropriate**)  Name & Title  Position  Address  Post Code  Tel No.  Fax No.  Email  May this referee be contacted without further authority from you? Yes/No | Current Employer / Previous Employer (**please delete as appropriate**)  Name & Title  Position  Address  Post Code  Tel No.  Fax No.  Email  May this referee be contacted without further authority from you? Yes/No |
|  | |
| **Details of personal character referees may be used as a 3rd reference to support your application.** | |
| Name  Address  Post Code  Tel No  Email | |
| **EXISTING CONTACTS WITHIN SCHOOL** | |
| Please indicate if you know any current employees or directors at the School and if so how you know them | |
|  | |
| **DECLARATION** | |
| I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore 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 DfE List 99, ISA Barred list or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council), and  **either** (please delete as appropriate)  I have no convictions, cautions or bind-overs,  **or**  I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’.  To the best of my knowledge the information given on this form is correct. I understand that canvassing or giving false information will disqualify my application.  Signed: ………………………………………………………………….Date:……………………………….. | |
| **EQUAL OPPORTUNITY POLICY**: ***Norfolk House School*** is committed to bringing about equal opportunities in its employment.  Please complete and return our Equal Opportunity Monitoring Form. It will be kept separately and used only to monitor the effectiveness of our Equal Opportunity Policy | |
| We are committed to equality of opportunity and positive action to promote equality of opportunity.  We believe that an Equal Opportunities Policy helps to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of gender, marital status, sexual identity, religious belief, political opinion, race, age, disability or HIV/AIDS status, socio-economic background, trade union activity or membership, or on the basis of having or not having dependents.  We also believe that an Equal Opportunities Policy benefits employees and potential employees and helps to achieve dignity at work and contributes to providing the best possible education for pupils and parents. | |

**EQUAL OPPORTUNITIES MONITORING FORM**

**Norfolk House School** strives to operate a policy of equal opportunity and not discriminate against any person. To help us monitor our effectiveness an equal opportunities employer, will you please provide the details below by ticking the appropriate boxes. **This information will only be used for this purpose**.

Name:…………………………………………………… Job Applied For:………………………………

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| --- | --- | --- | --- | --- |
| **Gender** | | | | |
| Male Female | | | | |
| **Age** | | | | |
| Under 2121 – 30 31 – 40 41 - 50 51 -65 Over 65 | | | | |
| **Disability** | | | | |
| Do you consider yourself to have a disability? Yes/No\*  If yes, are you registered disabled? Yes/No\*  Please give details about your disability below (and on a continuation sheet, if necessary): | | | | |
| **Ethnic Origin and Cultural Background** | | | | |
| How would you describe your ethnic origin? | | | | |
| White |  | | Mixed |  |
| English | |  | White & Black African |  |
| Mixed/English/Scottish/Welsh\* | |  | White & Black Caribbean |  |
| Irish | |  | White & Asian |  |
| Scottish | |  | Any other Mixed background, please specify: |  |
| Welsh | |  |  |  |
| Any other White background, please specify: | |  |
| Asian | |  | Black |  |
| Asian English/Scottish/Welsh\* | |  | Black English/Scottish/Welsh\* |  |
| Indian | |  | Caribbean |  |
| Pakistani | |  | African |  |
| Bangladeshi | |  | Any other Black background, please specify: |  |
| Any other Asian background, please specify: | |  |  |  |
| **Chinese** | |  | **\***Please delete as appropriate | |
| Chinese English/Scottish/ Welsh\* | |  |
| Chinese | |  |
| Any other Chinese background , please specify: | |  |