Employment Application Form

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| Personal Information | | | |
| Surname: |  | Mr/Mrs/Miss/Ms/Other | |
| First name: |  | Middle name: | \_ |
| Address: |  | | |
| Telephone: |  | | |
| Email address: |  | | |
| DfE Ref No *(for teaching applications):* |  | | |
| Place of Birth: |  | | |

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| Education | | | |
| Schools: |  | | |
| GCSE results: |  | | |
| A level results: |  | | |
| University (college): |  | From: mm/yyyy | To: mm/yyyy |
|  |  |
| Degree: |  | Academic  Qualifications  (e.g. BA, BSc, MA etc) |  |
| Further Degrees and Qualifications: |  | | Date awarded |
|  |

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| Full Employment History  Include ALL employment, self-employment and periods of unemployment since the age of 18 as well as any unremunerated activities, e.g. unpaid voluntary work. Please provide details in chronological order, beginning with the most recent. Continue on a separate sheet if required | | | | |
| Present Employer:  Address: |  | | | |
|  | | | |
| Dates | From: |  | To: |  |
| Position Held: |  | | | |
| Main areas of responsibility: |  | | | |
| Present Salary: |  | | | |
| Reason for Leaving: |  | | | |

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| Employment History | | | | |
| Previous Employer:  Address: |  | | | |
|  | | | |
| Dates | From: |  | To: |  |
| Position Held: |  | | | |
| Main areas of responsibility: |  | | | |
| Main areas of responsibility: |  | | | |
| Salary: |  | | | |
| Reason for Leaving: |  | | | |

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| Previous Employer:  Address: |  | | | |
|  | | | |
| Dates | From: |  | To: |  |
| Position Held: |  | | | |
| Main areas of responsibility: |  | | | |
| Salary: |  | | | |
| Reason for Leaving: |  | | | |

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| --- | --- | --- | --- | --- |
| Previous Employer:  Address: |  | | | |
|  | | | |
| Dates | From: |  | To: |  |
| Position Held: |  | | | |
| Main areas of responsibility: |  | | | |
| Salary: |  | | | |
| Reason for Leaving: |  | | | |

Continue on a separate sheet if required

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| General Information | |
| Details of further training: |  |
| Other relevant qualifications: |  |
| Hobbies/interests: |  |

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| References  *Please list details of two referees:*   * *one from your present employer, who will not be contacted without your permission,* * *the other from a previous employer whom we can contact (if you are a school/college leaver, please give the names, addresses and e-mail addresses of two people who are able to supply a character reference and who are not your relatives)* | | | |
| Referee 1 |  | Referee 2 |  |
| Name: |  | Name: |  |
| Status: |  | Status: |  |
| Address: |  | Address: |  |
| Tel: |  | Tel: |  |
| E-mail address: |  | E-mail address: |  |

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| Right to work in the UK | | | |
| Are there any restrictions on your right to work in the UK? | | YES | NO |
| If yes, please state restrictions and the expiry date of any permissions. |  | | |

Declaration

Failure to disclose any criminal offences could lead either to your application being rejected or - if appointed - to dismissal if it is subsequently learned that you have had any criminal convictions, subject to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975.

*The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations. The job for which you are applying is included in the excepted types of employment under the above Order. Therefore, it is necessary for you to disclose all criminal convictions. You are not entitled to withhold information on spent convictions.*

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| 1. Have you been convicted of any criminal offence? | | YES | NO |
| If yes, please give details of conviction(s) and dates: |  | | |

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| 2. Have you been charged with any offence, which has not yet been brought to trial? | | YES | NO |
| If yes, please give details of the charge and date of hearing (if known): |  | | |

I CONFIRM THAT THE ABOVE INFORMATION IS CORRECT AND UNDERSTAND THAT ANY FALSE DETAILS GIVEN MAY RESULT IN MY DISMISSAL.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

INFORMATION FOR SHORTLISTED CANDIDATES: In addition, as part of the shortlisting process Colfe’s School will carry out an online search as part of due diligence on the shortlisted candidates (as recommended in Keeping Children Safe in Education statutory guidance September 2022). This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.