



JOB APPLICATION FORM

POSITION APPLIED FOR:

Section 1 – Personal Details

Title:	Forenames: Preferred name:	Surname:
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Date of Birth	Former Surname/s
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Address:	National Insurance Number: Teacher No. Are you eligible for employment in UK? Yes/No Please provide details if not eligible
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Telephone Numbers:

Home:

Work:

Mobile:

Email address:

Are you related to or do you maintain a close relationship with an existing employee, volunteer, or Governor of Polam Hall School? If so please provide details

Section 4 - Employment

Current/Most recent employer:	Address:
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Job title:	Date commenced employment: Date employment ended (unless ongoing)
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Brief description of responsibilities:

Current salary and benefit package:

Reason for termination or for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 – Previous Employment
Please show employment continuously, including career breaks with reasons, since completing secondary education

Dates: From/To	Name and Address of Employer	Position Held/Duties	Reason for leaving

Section 6 – Interests

Please give details of any interests or skills that may be relevant to this employment

Section 7 – Suitability

Please give your reasons for applying for this post and why you believe you are suitable for the position. Please limit this to the box below

Section 8 – Health

The school is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following section is to ensure the School complies with its obligations under the Disability Discrimination Act 1995

Do you consider yourself to be disabled: Yes / No

If yes please give further details:

Are there any special arrangements you require to attend or participate in an interview:

Yes / No

If yes please give details here:

If offered the job (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to enable you to carry out the role:

Yes / No

If yes please give details:

In accordance with the guidance published by the DCSF any offer of employment will be conditional upon the school verifying the successful applicant's fitness for the role

Section 9 – Criminal Records and Recruitment Policy

All recruitment is done in accordance with the enclosed Recruitment Policy which accords with Polam Hall School Child Protection Policy

Have you ever been convicted by the courts of any criminal offence: Yes / No

Is there any court action pending against you: Yes / No

Have you ever received a caution, reprimand or final warning from the police: Yes / No

If your answer is yes to any of the above please give full details on a separate sheet giving full details of the offence and the result.

Section 10 – References

Please supply the names and contact details of two referees. Please see the Recruitment Policy for who is required to be a referee

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Position Held:	Position Held:
Address:	Address:
Telephone Number:	Telephone Number:
May we contact prior to interview Yes/No	May we contact prior to interview Yes/No

Section 10 - Declaration

- I confirm that the information I have given on this form is true and accurate to the best of my knowledge
- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions issued by a regulatory body
- I understand that providing false information is an offence which will lead to my application being rejected or my summary dismissal if coming to light after appointment
- I consent to the information being processed by the School during the recruiting process.

Signed Date