

**Application Form Part II –** *Employment Details and Experience*

|  |  |
| --- | --- |
| **Name:** |  |

**Education, Training and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary, Higher and Further Education  Please give details of educational establishments attended since the age of eleven. Please indicate subjects studied and grades/qualifications gained. If applicable include the class of degree and any distinctions gained. | | | |
| **Dates** | | **Name of School / College / University** | **Subjects / Qualifications** |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications**  Please give details of awarding body or institute and examinations passed. | | | |
| **Current Study**  Are you currently studying for any examinations or qualifications? Please give details of course and study method. | | | |
| **Training Course**  Please give details and dates of training course attended in the last two years (continue on separate page if necessary). | | | |

**Employment or Other Work Experience**

Please start with your most recent position first and work backwards throughout your career.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name & Address**  of employers, voluntary body or organisation | If a school, maintained or independent? | **Job Title** | **Description of Position**  Briefly describe the job, your main activities and any major achievements | **Salary**  (and other benefits including London Weighting or state if unpaid) | **Reason for Leaving** |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Please continue on an additional sheet if required***

**Personal Statement to support your application**

Please explain how your skills and experience meet the requirements of the post. Give your reasons for applying.

|  |
| --- |
|  |

**Rehabilitation of Offenders Act 1974**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Under the Rehabilitation of Offenders Act 1974 (Amendment Order 1986) and regulations issued by the Home Office, the School has a duty to ensure that a Criminal Records Bureau check (Disclosure) for possible criminal convictions is undertaken for all those who apply for positions that give substantial access to children. Applicants are not entitled to withhold information about cautions or convictions which for other purposes would be "spent" under the provisions of the Act. Have you been cautioned, convicted or found guilty of any offence by any Court (even if you were only placed on probation or conditionally discharged)? Answering 'yes' does not necessarily bar you from appointment. Every application is considered on its own merits.*   |  |  |  | | --- | --- | --- | | Yes | | No | |  |  | |   *If yes, please give details of court, charge and sentence below:*  Please confirm by your signature that you have no objection to a Disclosure and Barring Service (CRB) check being carried out before an appointment is confirmed. A refusal would prevent further consideration of your application.   |  |  | | --- | --- | | **Signed:** |  | |

**References**

|  |  |  |
| --- | --- | --- |
| Please give details of two professional referees preferably including your current or last employer. | | |
|  | **Reference 1** | **Reference 2** |
| **Name:** |  |  |
| **Position:** |  |  |
| **Address:** |  |  |
| **Telephone Number:** |  |  |
| **Email Address:** |  |  |
| Please tick if you would prefer us not to contact your *current* employer without your consent | | |

**Declaration**

I declare that the information I have given in my application is to the best of my knowledge, true and complete.

I understand that if in the opinion of Hollygirt School my references prove unsatisfactory or if I have provided misleading, inaccurate or false information or withheld relevant information during my interview(s), any offer of employment may subsequently become void. If I have been appointed, I may be dismissed without notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |