

CONFIDENTIAL
Cranwell Primary School
APPLICATION FOR APPOINTMENT



Post applied for: _____

Please type or use black ink/black ballpoint.

Section A: Personal details

Surname: _____ First Name(s): _____

Title (Mr/Mrs/Miss/Ms/Other): _____ Previous Name(s) (if any) _____

Home Address: _____

_____ Post Code: _____

Home Tel & Code no: _____ N.I. Number _____

Mobile: _____

Work Tel & Code No: _____

Date of Birth: _____ Place of Birth _____

Do you consider yourself to have a disability? Yes No

Do you have any special requirements in relation to any interview arrangements? Yes No

If yes, Please give details: _____

DFE Reference No: _____

Teaching Qualification (Cert.Ed., B.Ed., PGCE): _____

Type of Teacher Training: _____
(Secondary, Primary, Junior, Infants, Nursery)

Specialist Subjects: _____

Section B Present Post / If currently unemployed please state last position held

Present Post (title): _____

Name & Address of Workplace: _____ Salary & Point: _____

_____ Date appointed: _____

_____ Post Code: _____ Type of School: _____

No. on Roll: _____ Group: _____ Age Range: _____ Age Range Taught _____

Name & Address of Employer: _____

(If you have any additional employment(s) please attach details)

Section C Education & Training

1. Secondary/Further Education (Not including University/Colleges)

From	To	Full/Part Time	School/College of FE	Qualifications obtained (Subject/Level)

2. University/College Qualifications (including professional qualifications)

From	To	Full/Part Time	College/University	Qualifications obtained	Class	Date

3. Courses attended over the last 3 years

Title	Organising Body	Date (month & Year)	Duration

4. Membership of Professional Institutions

Institution	Class of Membership	Year of Election

5. Specialised Training (Technical, Professional or Occupational e.g. First Aid, Computers, Youth work)

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Section D Previous Employment
(Please give details including voluntary and similar work including HM Forces)

Name of organisation and address	Post and Nature of Work	Dates (Month &Year)	

Section E Letter of Application

You are invited to submit a letter in support of your application on A4 size paper (suggested length – maximum of two sides of A4)

Section F

Do you require a work permit? YES/NO

If you already hold a work permit what is the expiry date? _____

Section G Criminal Offence

Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges? YES/NO

If “Yes” give details which will be treated sensitively and in confidence.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(ii) the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders (Exceptions) Order 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School. The appointment is subject to a satisfactory enhanced CRB check.

Section H Referees

(If you are in employment one of the two referees given below must be your current employer. If you are at present unemployed, one of your two referees should be your last employer or a person who knows you as a helper or volunteer in an educational establishment)

1. Name: _____ 2. Name: _____

Status: _____ Status: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Email: _____ Email: _____

May we contact your past/present employer if you are shortlisted? YES/NO

Please note : if you have previously worked in a school, we will contact your previous Headteacher for a reference.

Section I Applicant's Statement (Please delete where applicable)

Are you to the best of your knowledge, related to any Senior Staff members or Governors of the school? **YES/NO**

(N.B. Candidates who fail to disclose their relationship as above will be disqualified and if appointed will be liable to dismissal)

Have you ever been / are currently subject to any disciplinary procedures? **YES/NO**

I declare that all answers given are to the best of my belief true and correct.
I understand that employment is subject to a satisfactory health clearance.

I heard of this vacancy via: _____

Signed: _____ Date: _____

This form and any information collated from it will be kept in accordance with our GDPR policy found on the school website.

