



# Job Application Form

Application Number:

*(For office use only)*

Post Title:

If completing by hand, then this application should be typed, or you should ensure that you write clearly in black pen, so that this application is easy to read when photocopied. Should you require assistance in completing this application form, please contact the Assistant Bursar.

## 1. Personal Details

Last Name:

First Name(s):

Title:

Previous Surnames/Maiden Name:

Address:

Post Code

Telephone Numbers:

Work

Home

Mobile:

E-Mail Address:

Nationality:

Own Transport:

YES / NO

Date of Birth:

N.I. Number:

## 2. Present or Most Recent Employment

Employer's Name:

Employer's Address:

Post Code

Post Title:

Dates of Appointment:

From

To

Present, or

Date

Main Responsibilities:

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

Period of Notice Required:

Salary / Wage: £

Full-Time

Part-Time

If unemployed, then please give a brief outline of your current situation / occupation (including any voluntary work):

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

**3. Previous Employment** (Please start with the most recent. Include all paid / unpaid / voluntary work, you are required to give details of your complete employment history)

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

Dates of Appointment:		Employer's Name:	Post Title:	Main Responsibilities:	Salary / Wage:	Reason for Change:
From	To					

**4. General & Further Education** (include relevant professional and technical qualifications.)

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

School / College / University / Professional Body:	Qualification Obtained:	Grade / Level:	Date Obtained:

**5. Training** (please list only those courses *relevant* to this particular post.)

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

Approximate Start Date:	Course Title:	Approximate Duration:	College or Organisation:

**6. Interests**

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

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**7. Physical fitness with details of any limitations or illnesses**

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

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**8. Why do you want the job?**

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

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**9. Existing contacts: Please indicate if you know any existing employees or Governors at West Buckland School and if so, how you know them.**

*(Do not overrun the page boundary; continue on a separate sheet if necessary)*

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**10. References**

Please give the names of two people who could provide a reference regarding your suitability for the post for which you are applying. One of these should be your present or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were recently employed in work with children. You should *not* give friends or relatives as referees. The School reserves the right to contact any previous employer.

Name		
Job Title / Position		
Address		
Post Code		
Telephone Number		
E-Mail Address		

May we request a reference prior to interview?  Yes  No

Yes  No

### **Criminal Conviction 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 the Disclosure & Barring Service (DBS) barred list (previously known as List 99 and the Protection of Children Act Lists, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate):

- a) I have no convictions, cautions or bind-overs

or

- b) I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

### **Data Protection Act 1998**

The information that you provide is subject to the protection of the Data Protection Act 1998, and *will not* be used for any alternative purpose without your consent.

### **Declaration**

To the best of my knowledge and belief, the information contained in this form is accurate. I understand that giving false information, or failure to supply details, will invalidate an offer of employment, or lead to termination of employment.

I agree to this information being used for legitimate purposes connected with recruitment and selection monitoring, and understand that this record will form the basis of my personnel record if I am the successful candidate.

**Please note that, in submitting this application, you have accepted these terms, and agree to this declaration.**

**WHERE REQUIRED, EVIDENCE OF QUALIFICATIONS WILL BE NECESSARY PRIOR TO COMMENCEMENT OF EMPLOYMENT.**

Signed: (type your name if e-mailing this form)

Date:

### **Conditions of Employment**

Please note, this position is designated as being within regulated activity and requires clearance from the Disclosure & Barring Service (DBS) via an Enhanced DBS Disclosure. The successful applicant will be issued with a disclosure form for completion on acceptance of the position.

Any offer of employment is made only of the condition of receiving two satisfactory references.

### **Acknowledgement of This Application**

Please send this fully completed application form, and any supporting information, to [recruitment@westbuckland.com](mailto:recruitment@westbuckland.com) or by post to: Assistant Bursar, West Buckland School, West Buckland, Barnstaple, EX32 0SX.

If you have not been called for interview within eight weeks of the closing date, then this normally means that your application has been unsuccessful. If you are not successful on this occasion, we wish you success in your future career wherever it takes you.