## Application for the post of: ……………………………………………………………………….

**Where did you see this job advertised? ………………………………………………………..**

## Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | Forenames: | | Former Name(s): | |
| Address:  Postcode: | | | | |
| Telephone Nos. Home Home | | Email Address: | | |
| Work | |  | | |
| Mobile | | Nationality: | | N.I. Number: |
| Do you hold a current U.K. driving licence?  Which classes of vehicle are you qualified to drive? | | | | |

## Education & Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Establishment(s) | Date(s) | Qualification | Subject(s) | Grade |
| School: |  |  |  |  |
| University: |  |  |  |  |
| Other Professional: |  |  |  | |

## Employment History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From - To | Name, Address and Phone Number of Employer | Job Title | Final Grade / Scale Point | Reason for Leaving |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Notice period required by current employer | | | | |
| Current Salary | | | | |
| Any other benefits | | | | |

***Please continue on a separate sheet if insufficient space has been allowed and give full details of your responsibilities and achievements in each post in either your curriculum vitae or letter of application*.**

## Other Employment

|  |
| --- |
| Please give details of any other relevant employment experience: |

## Leisure

|  |
| --- |
| Please note here your leisure interests, sports and hobbies, other pastimes etc: |

## Referees

***Please give details of two referees. One should be your present employer and one someone who has known you personally for a number of years.***

|  |  |
| --- | --- |
| **CURRENT EMPLOYER**  Name: | Address: |
| Position: |
| Email:  Telephone: |  |
| **PERSONAL**  Name: | Address: |
| Position: |
| Email:  Telephone: |  |
| May we take these references up now to comply with DfES Safer Recruitment procedures? **YES/NO** | |

## Data Protection

|  |
| --- |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties.  By signing the application form you consent to the processing of sensitive personal data. |

## Declaration

|  |
| --- |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Bursar for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs).  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. I confirm that the above information is complete and correct, and understand and agree that any untrue or misleading information will give The Malden Trust Ltd the right to terminate any employment contract offered. 2. I agree that The Malden Trust Ltd reserves the right to require me to undergo a medical examination. 3. I understand that any offer of employment made by the School will be conditional on verification of medical fitness.   ***Signed Date***  ***…………………………………………………………… ……………………………………………………….*** |

***Please return this form together with a letter of application and a full cv to the HR Manager,***

***Windlesham House School, Washington, Pulborough, West Sussex RH20 4AY***