



Application for Employment

Post Applied for:

PERSONAL DETAILS: (Please complete in block capitals and black ink)

Surname:	Address: Post Code:
Preferred Title: Mr/Mrs/Miss/Ms	
First Name(s)	

Previous Name: (if applicable)	Tel Home:
DFEE No (if applicable)	Tel Work:
Email Address:	Tel Mobile:

EDUCATION, TRAINING AND QUALIFICATIONS

Name and address of School Attended	From	To	Full or Part-time	Qualification Gained	Grade	Award Date

FURTHER/HIGHER Establishment name and course attended	From	To	Full or Part-time	Qualification Gained	Grade	Award Date

DETAILS OF PRESENT OR MOST RECENT EMPLOYMENT

Employer:	
Title of Post:	Date Appointed: Date Left:
Full or Part Time:	Period of notice required:
Basic Salary:	Allowances:
Reason for wishing to leave current post/leaving previous post:	

PREVIOUS EMPLOYMENT OUTSIDE EDUCATION

Employer:	Post:	Full/Part Time	From dd/mm/yyyy	To dd/mm/yyyy

PREVIOUS EMPLOYMENT IN EDUCATION

Employment Authority and Establishment:	Post:	Full/Part Time	From dd/mm/yyyy	To dd/mm/yyyy

Please give details of periods of time not accounted for above which may include unpaid/voluntary work or family commitments:	From dd/mm/yyyy	To dd/mm/yyyy

OTHER QUALIFICATIONS AND TRAINING COURSES COMPLETED

Training Course	Date Completed	Qualification (if any)

PROFESSIONAL QUALIFICATIONS

Awarding Body	Date Awarded	Grade of Member

SUPPORTING STATEMENT:

Please give details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the job description.
Use a continuation sheet if necessary.

REFERENCES

- Please give the names, addresses and telephone numbers (and email address if applicable) of two referees, who should not be related to you and who we may approach for information about your suitability for the post.
- One Referee must be your current or most recent employer or school/college tutor if this is your first job.
- The second referee should be a previous employer or someone who knows you professionally and can comment on your suitability for the post.
- Please indicate if you do not wish us to approach referees prior to interview by putting an 'x' in box below.

<input type="checkbox"/>	Name: Address Postcode:	Occupation: Phone Number: Email Address: Capacity in which this referee knows you:
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<input type="checkbox"/>	Name: Address Postcode:	Occupation: Phone Number: Email Address: Capacity in which this referee knows you:
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DISABILITY

To enable us to make reasonable adjustments to accommodate applicants in accordance with the Disability Discrimination Act 1995, do you have any special requirements to enable you to attend interview or to undertake the duties of the post if appointed? YES/NO* If yes please give brief details:

ABSENCE

If you have been in employment, how many days' sickness absence have you had in the past two years?	
Number of Days:	Number of Occasions:

PARENTAL LEAVE

Please give details of any parental leave you have taken:	
Number of Days:	Dates:

ADDITIONAL INFORMATION

Do you require a work permit to work in the UK?	YES/NO
Do you hold a current driving licence?	YES/NO
Do you have independent means transport?	YES/NO
Are you related to a current member of the School staff or Governing Body?	YES/NO
Failure to disclose such information may disqualify you. If yes please give details:	

DISCLOSURE OF CRIMINAL BACKGROUND

Because of the nature of the work for which you are applying, enquiries will be made of the Criminal Records Bureau to ascertain whether or not your records reveal any criminal convictions. The post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. If you are offered a position, you will be required to declare all convictions, cautions, bindovers etc., which should be attached in a sealed envelope marked 'confidential' and returned with this form. All information relating to the disclosure of convictions are handled in accordance with the CRB's Code of Practice, a copy of which is available on request from the School.

Having a criminal record will not necessarily bar you from obtaining a position at Aldenham.

ASYLUM AND IMMIGRATION ACT

Under the terms of the Act, it is an offence to employ an employee, or an apprentice aged 16 or over, who has no immigration authorisation to work in the UK. Therefore, should your application be successful you will be required to provide proof of eligibility to work in the UK.

DECLARATION

This application will be processed within the terms specified by the Data Protection Act 1998. I hereby explicitly consent to the School collecting, holding and otherwise processing personal data (including 'sensitive' personal data) relating to me for the purposes necessary within the employment process. If you are the successful candidate, relevant information will be taken from the form and used as part of your personal record, held by the Personnel Department and your immediate line manager.

I hereby certify that the information given above is correct to the best of my knowledge and that I have not omitted any material facts. I understand that the provision of false or misleading information would be grounds for dismissal, or would preclude me from being offered work with the School.

Signed: Date:

RETURN FORM TO: ALDENHAM SCHOOL, ELSTREE, HERTFORDSHIRE WD6 3AJ.

TELEPHONE NO: 01923 858122 FACSIMILE: 01923 854410

E MAIL: enquiries@aldenham.com URL: <http://www.aldenham.com>