



## Application form

### **SECTION 1**

#### **PERSONAL DETAILS**

Surname:.....  
Address:.....  
(Town).....  
(County).....  
(Postcode).....

Forename(s):.....  
Title (Mr, Mrs, Miss, Ms, Dr, other):.....  
Telephone No (Home):.....  
Telephone No (Work):.....

### **SECTION 2**

#### **EDUCATION**

Institution(s) attended	Dates	Qualifications gained

Please include any higher degrees in this section

**SECTION 3**

**PROFESSIONAL TRAINING AND DEVELOPMENT** (Please include details of any relevant training or staff development)

Institution Attended	Course	Date

**INTERESTS** (e.g. hobbies, sports, voluntary work)

**SECTION 4**

**CURRENT/LAST EMPLOYMENT**

Employers Name:..... Position:.....  
Employers Address:..... Grade/Salary:.....  
(Town)..... Date Commenced:.....  
(County)..... Date of Leaving if applicable:.....  
(Postcode)..... Period of Notice:.....

Employers Name.....  
(if applicable)

Brief description of duties/responsibilities:

Number of additional sheets used.....

**OTHER PREVIOUS EMPLOYMENT** (chronologically listed) Please account for any gaps in employment.

Employers Name & Address	Dates	Position	Brief outline of responsibilities
			Number of additional sheets used.....

**SECTION 5 PERSONAL STATEMENT**

**YOUR PERSONAL STATEMENT SHOULD PROVIDE EVIDENCE/EXAMPLES OF HOW YOU MEET THE PERSON SPECIFICATION AND YOUR ABILITY TO CARRY OUT THE JOB DESCRIPTION.**

It is recommended that you use the headings provided to structure your statement. Please use a separate sheet if required.

Number of additional sheets used.....

**SECTION 6**

**REFEREES**

Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer

**First Referee**

**Second Referee**

Name:.....	Name:.....
Address:.....	Address.....
(Town).....	(Town).....
(County).....	(County).....
(Postcode).....	(Postcode).....
Occupation.....	Occupation.....
E Mail.....	E Mail.....

**Please note that all references will be taken up prior to interviews.**

**OTHER DECLARATIONS**

1 Are you related to any member of the governing body (any canvassing direct or indirect will disqualify)

Yes  No

If yes, please give details:.....  
.....  
.....  
.....

2 To the best of my knowledge and belief, the information on this application form is correct.

Signed.....

Date.....

**Please return this completed application in an envelope marked Private & Confidential to:**

Head of School

School Address

Phone number

**or e-mail a completed application to:**

admin@

