



**GRACE DIEU MANOR SCHOOL**

**JOB APPLICATION**

**CONFIDENTIAL**

**POST APPLIED FOR:** .....

**PERSONAL DETAILS**

**Surname:** ..... **Title:** .....

**Other Names:** .....

**Former Surname** (eg maiden name or change of name): .....

**Address:** .....

**Post Code:** .....

**Previous Address** (if resident at current address for less than 5 years): .....

..... **Post Code:** .....

**E-mail Address:** .....

**Telephone: Home:** .....

Work: .....

Mobile: .....

**National Insurance No:** .....

**Date of Birth** (optional): .....

**Current full driving licence? YES / NO**

**Are you in receipt of an Occupational Pension, eg: HM Forces? YES / NO**

**FOR TEACHING POSTS ONLY:**

Please provide your Dfes reference number: .....

Do you have Qualified Teacher Status? NO YES

Are you registered with the GTC? NO YES

**EMPLOYMENT HISTORY****PRESENT / MOST RECENT POST**

Name and business of employer: .....

.....

Address of Employer: .....

..... Post Code: .....

Post Held: .....

Brief description of responsibilities: .....

.....

.....

.....

Date appointed: ..... Notice Required: .....

Present Salary: ..... Present Grade (if applicable): .....

**PREVIOUS EMPLOYMENT (most recent first)**

Please supply a full history, in chronological order (with start and end dates), of all employment, self-employment and any periods of unemployment since leaving education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

**PLEASE USE A SEPARATE SHEET IF APPROPRIATE**

Name, Address and Business of Employer	Post Held	Dates: From... To...	Reason for Leaving


**NOTE:** Where breaks in employment are shown, please give an explanation and details below:

.....

.....

.....

.....

<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>		
<b>School/College/University Attended</b>	<b>Dates From... To...</b>	<b>Qualifications Obtained (List Grades &amp; Class of Degree where appropriate.)</b>

**OTHER QUALIFICATIONS / COURSES ATTENDED**

Organising Body	Dates From and To	Brief Details of the Course

**SUMMARY OF PREVIOUS EXPERIENCE**

Please give details of any relevant experience which you consider should be taken into account as part of your application. Please continue on a separate page if necessary.

**HOBBIES AND INTERESTS:**

*(please use a separate sheet if necessary)*

## REFERENCES

Two references are required, one of which should be from your present or most recent employer. If you are known to either referee by a different surname, please give details.

### REFEREE 1

Name: ..... Position Held: .....  
Address: .....  
..... Post Code: .....  
Telephone: ..... Fax: .....  
E-mail: .....

### REFEREE 2

Name: ..... Position Held: .....  
Address: .....  
..... Post Code: .....  
Telephone: ..... Fax: .....  
E-mail: .....

**Would you object to references being taken up immediately? YES / NO**

*(This does not necessarily mean that you will be called for an interview)*

## ADDITIONAL PERSONAL DETAILS

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. The information is used for no other purpose and will be treated as confidential.

**GENDER:**                      **MALE**                                            **FEMALE**                     

**ETHNIC GROUP:**                      **WHITE**                        
   **BLACK-CARIBBEAN**                        
   **BLACK-AFRICAN**                        
   **BLACK-OTHER**                                            **Please specify:** .....  
   **INDIAN**                        
   **PAKISTANI**                        
   **BANGLADESHI**                        
   **CHINESE**                        
   **OTHER**                                            **Please Specify:** .....

## DATA PROTECTION ACT 1998:

Grace Dieu Manor School will use the information given for the purposes of recruitment and selection. If you become an employee of the School the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become an employee, the School will retain your application for a fixed period of time.

**EQUAL OPPORTUNITIES/MEDICAL/DISABILITY:**

Grace Dieu Manor School aims to be a fair employer and is committed to equal opportunities. Grace Dieu does not discriminate against employees on the basis of gender, ethnic origin or disability. Information provided here will be used for statistical purposes by the School in the monitoring of its equal opportunity policy.

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, write 'none'.

If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to be able to carry out the duties of the post. Please also indicate any help we can give to enable you to attend or participate in any interview:

**DECLARATIONS:**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children under the Childcare Disqualification Regulations 2009 (nor do I live in a household with any person(s) similarly disqualified\*), am not named on any Barred List, am not subject to any sanctions imposed by any relevant regulatory body, and either (please delete as appropriate):

I have no cautions, convictions or bind-overs

OR

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

Signed .....

Date .....

\*A Self-Declaration is required to be signed upon appointment

**RIGHT TO WORK IN THE UNITED KINGDOM**

Do you have the right to work in the United Kingdom?

**NO**  **YES**

I declare that the answers I have given are true to the best of my knowledge and I understand that if I have knowingly given untrue information, any contract with Grace Dieu Manor School will be declared void.

**Signed:** ..... **Date:** .....

Please return the completed form, marked 'Private and Confidential', together with any additional enclosures if applicable, to:

The Headmistress' Secretary  
Grace Dieu Manor School  
Thringstone  
Leicestershire  
LE67 5UG

**August 2016**