**POST for which you are applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** |  | | | | | **Forename(s)** | |  |
| **Preferred title**  **(Mr/Mrs/Miss, Ms, Dr etc)** |  | | | | | **Previous surname**  **(if appropriate)** | |  |
| **Address** |  | | | | | **Home Tel**  **(inc STD)** | |  |
| **Work Tel**  **(inc STD)** | |  |
| **Mobile Number** | |  |
| **Postcode** |  | | | | | **Email** | |  |
| **Do you require a work permit?** | | |  | | | **NI Number** | |  |
| **PRESENT EMPLOYER (*or most recent if currently unemployed)* Please complete in full on this form** | | | | | | | | |
| **Employer’s full address including email and telephone numbers** | | **Dates** | | | **Job Title and Dept** | | **Salary and Notice period** | |
| **From** | | **To** |
|  | |  | |  |  | |  | |
| **Reason for Leaving** | |  | | | | | | |

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| **PREVIOUS EMPLOYMENT (Please complete in full on this form) There should be no gaps in employment** | | | | | | | | | | | |
| **Employer’s full address including email and telephone numbers** | **Dates**  in chronological order from most recent | | | | | | **Salary and Scale** | | **Job Title with main duties** | | |
| **From** | | | **To** | | |
|  |  | | |  | | |  | |  | | |
| **Reason for Leaving** |  | | | | | | | | | | |
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| **Reason for Leaving** |  | | | | | | | | | | |
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| **Reason for Leaving** |  | | | | | | | | | | |
| Please explain periods not in employment: | | | | | | | | | | | |
| **Higher Education** | | | | | | | | | | | |
| University/College | | Dates | | | | | Qualification with Main Subjects | | | | Grade/Class  (i.e. First, 2.1 etc) |
|  | | From | | | To | |  | | | |  |
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| **Secondary/Further Education** | | | | | | | | | | | |
| **School, College etc.** | | | **DATES** | | | | | **Level of Exam** | | **Subject and Grade** | |
| **From** | | | **To** | |
|  | | |  | | |  | |  | |  | |
|  | | |  | | |  | |  | |  | |
| **What are your interests and hobbies?** | | | | | | | | | | | |
| **Please state how you meet the criteria from the person specification for this role and your specific reasons for applying to Warminster School:** | | | | | | | | | | | |

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| Please state the names and addresses of two people to whom a request for a reference may be made before interview. **One must be your present employer, or your previous employer, if not currently employed**. At least one other must be someone who knows you in a work related or educational capacity, e.g. supervisor, tutor. Referees should ideally have known you for at least 2 years. All referees will be asked whether you have been the subject of any safeguarding concerns. Referees must not be related to you. Please complete all sections. | | | | |
|  | **Present employer\*** | | **Reference 2** | |
| **Name** |  | |  | |
| **Position** |  | |  | |
| **Address, including postcode** |  | |  | |
| **Telephone number** |  | |  | |
| **Email address** |  | |  | |
| \**Please note references will be requested before short listing, therefore, please tick the box if you wish to be consulted before an approach is made to your present employer for a reference.* | | | |  |
| **Have you any relationship to any member of staff or Governor of Warminster School? (Provide details as necessary):** | |  | | |
| **Where did you see the job advertisement?**  *School Website, Facebook, Indeed Job website etc.* | |  | | |
| **Please Note:**  Warminster School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Reg Charity No:1042204.  Deliberate omission or falsification could lead to disqualification of your application or later dismissal, if appointed. The appointment is subject to satisfactory evidence of medical fitness and an Enhanced Disclosure & Barring Service clearance. If your application is successful, some of the information you give will be used to compile your personal file and will be stored on a confidential file, and in a computer. | | | | |
| *I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of appointment.*  **Signature: Date:** | | | | |