



# ST BARTHOLOMEW'S SCHOOL

<b>POST:</b>	
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<b><u>APPLICANT DETAILS</u></b>	
<b>Initials:</b>	<b>Candidate Ref:</b> (HR use only)

<b><u>SECONDARY &amp; FURTHER EDUCATION</u></b>		
(You may be asked to produce certificates).		
<b>Dates</b>	<b>School / College</b>	<b>Examinations Passed &amp; Grade</b>
<b>From:</b>  <b>To:</b>		

<b><u>HIGHER EDUCATION &amp; PROFESSIONAL QUALIFICATIONS</u></b>		
(You may be asked to produce certificates).		
<b>Dates</b>	<b>Awarding Body</b>	<b>Course Title &amp; Qualification</b>
<b>From:</b>  <b>To:</b>		

<b><u>OTHER RELEVANT TRAINING</u></b>		
(You may be asked to produce certificates).		
<b>Dates</b>	<b>Course Provider</b>	<b>Course Title</b>
<b>From:</b>  <b>To:</b>		

**PREVIOUS EMPLOYMENT**

Please give details of all previous employment since leaving secondary education starting with the most recent. Please account for any gaps in employment.

<b>Dates</b>	<b>Employers Name &amp; Address</b>	<b>Job Title &amp; Summary of Responsibilities</b>
<b>From:</b>  <b>To:</b>		  <b>Reason for Leaving:</b> <b>Basic Salary:</b> <b>Notice Period:</b>
<b>From:</b>  <b>To:</b>		  <b>Reason for Leaving:</b>
<b>From:</b>  <b>To:</b>		  <b>Reason for Leaving:</b>
<b>From:</b>  <b>To:</b>		  <b>Reason for Leaving:</b>
<b>From:</b>  <b>To:</b>		  <b>Reason for Leaving:</b>
<b>From:</b>  <b>To:</b>		  <b>Reason for Leaving:</b>

<b>PREVIOUS EMPLOYMENT Continued....</b>		
<b>From:</b>		
<b>To:</b>		<b>Reason for Leaving:</b>
<b>From:</b>		
<b>To:</b>		<b>Reason for Leaving:</b>
<b>From:</b>		
<b>To:</b>		<b>Reason for Leaving:</b>
<b>From:</b>		
<b>To:</b>		<b>Reason for Leaving:</b>

*(Please use additional pages if required)*

**VOLUNTARY WORK**

Please indicate knowledge and experience that you have gained through either unpaid or voluntary work.

**WHY YOU ARE APPLYING FOR THIS POST**

**Please give your reasons for applying for this position:**

**Please detail why you consider your skills, knowledge and experience are relevant to this post:** (referring to the section called “What The Governors Are Looking For” in the Applicant Information and the “Job Description”).

**Additional Information:** You may wish to mention experience gained at work or in a voluntary capacity, details of any education or training undertaken, or any other interests you may feel are relevant to your application.

*(Please use additional pages if required)*

<b>Application for the position of:</b>	
<b>Surname:</b>	<b>First Names:</b>
<b>Title:</b> (e.g. Mr, Mrs, Ms, Dr)	<b>Previous Surname(s):</b>
<b>Home Address:</b>	<b>Home Tel No:</b>
	<b>Mobile Tel No:</b>
	<b>Work Tel No:</b>
<b>Post Code:</b>	<b>National Insurance No:</b>
<b>Email:</b>	<b>Date of Birth:</b>

### **CONVICTIONS & CAUTIONS**

**Have you ever been convicted of a criminal offence?**

You must reveal all convictions, cautions and bind-overs both spent and unspent, because you are applying for a position that involves working with children, which is exempt from the Rehabilitation of Offenders Act 1974.

**Yes**

Please provide details:

**No**

### **WORK PERMIT**

**Do you require a work permit for employment in this country?**

**Yes**  **No**

**If YES, do you have a current permit?**

**Yes**  **No**

**Expiry Date:**

### **REFEREES**

Please supply referees from your current and previous employer/ most recent employer involved in working with children. If you are unable to provide employment referees, please supply at least one referee from an educational capacity. References from friends or relatives are not accepted.

**Name:**

**Name:**

**Position:**

**Position:**

**Address:**

**Address:**

**Post Code:**

**Post Code:**

**Email:**

**Email:**

**Telephone:**

**Telephone:**

May we contact your referees before interview?

**Yes**  **No**

## **DECLARATION**

I declare that the information I have provided in respect of this application is true and complete to the best of my knowledge and belief, and that no information has been withheld.

I undertake to notify St Bartholomew's School of any material changes or additions in the information I have provided on this form.

I understand that if I have knowingly made a false statement or deliberate omission in the information I have provided to obtain employment, the contract may be terminated.

In the event that I am offered a provisional offer of employment, I give my consent for the referees to be contacted and a Criminal Records Bureau check.

I confirm I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.

**Signature:**

**Date:**

If you send this application electronically it will be deemed that you have agreed to the above declaration.

***Please return your completed application to:***

***recruitment@stbarts.co.uk***

***Human Resources Officer  
St Bartholomew's School  
Andover Road  
Newbury  
Berks  
RG14 6JP***