

DENBIGH SCHOOL APPLICATION FOR ASSOCIATE STAFF

PLEASE COMPLETE USING BLACK INK OR TYPE

APPLICATION FOR THE POST OF:

SURNAME:

FORENAME(S):

Please indicate your preferred form of Title: e.g. Mr/Mrs/Miss/Ms/Dr

ADDRESS FOR CORRESPONDENCE:

POSTCODE:

MOBILE:

HOME TELEPHONE:

WORK TELEPHONE:

E-MAIL ADDRESS:

N.I. NUMBER:

EDUCATIONAL AND ACADEMIC QUALIFICATIONS

Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested.

From	To	School, College, University, etc.	Full/Part Time	Examinations to be taken / Qualifications obtained	Date

DETAILS OF COURSES ATTENDED

Course Title	Date Attended

PRESENT EMPLOYMENT *(If applicable)*

Employer's Name and Address:

	Date Appointed: _____
	Job Title: _____
	Range / Grade: _____
Postcode _____	Salary: _____
Telephone Number: _____	Notice Required: _____

PREVIOUS EMPLOYMENT *(Please start with the most recent position)*

Name of Employer	Date		Job Title	Brief Details of Responsibilities and Reasons for Leaving
	From	To		

DETAILS IN SUPPORT OF APPLICATION

Please say why you are applying for this job and give details of any work or other experience you have which may be relevant to your application, including interests. Please continue on another sheet of paper or write a separate letter of application if preferred.

REFERENCES

The first reference should be your present or most recent employer.

It is the normal practice for references to be obtained before any formal interview is held.

If you were known to either of your referees by another name, please give details:

1. Name:

Job Title:

Address:

Postcode:

Telephone:

E-mail address:

In what capacity do you know the above?

2. Name:

Job Title:

Address:

Postcode:

Telephone:

E-mail address:

In what capacity do you know the above?

OTHER INFORMATION

1. Are you registered disabled?

YES NO

If 'YES', please state registration number:

2. a) Do you hold a current driving licence?

YES NO

b) Do you have regular use of a vehicle?

YES NO

3. Are you in good health?

YES NO

Please note that, if appointed, you will be required to give details of your medical history to the school's Medical Officer.

How many days absence have you had in the last 2 years?

(Please give details if appropriate)

4. Where did you see the advertisement for this post? If in a journal/newspaper, please give its name:

ASYLUM AND IMMIGRATION ACT 1996

In accordance with Section 8 of the Asylum and Immigration Act 1996, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment.

You will, therefore, be requested to produce one or more of the following documents before the commencement of your employment:

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency of the Employment Service, which states the National Insurance Number of the person named.
- A passport describing the holder as a British Citizen, or as having the right of abode in – or an entitlement to re-admission to – the United Kingdom.
- A passport containing a Certificate of Employment issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.
- A certificate or registration or naturalisation as a British Citizen.
- A birth certificate issued in the United Kingdom or the Republic of Ireland.
- A passport or a national identity card issued by a State which is party to the European Economic Area Agreement and which describes the holder as a national of that State.

I declare that I am legally entitled to live and work in the United Kingdom and I will be able to produce appropriate documentation.

SIGNATURE

DATE:

DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for a position at Denbigh School you are required to disclose any criminal convictions you have in line with the Rehabilitation of Offenders Act 1974. Certain posts will require disclosures of convictions which are regarded as spent under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. These posts will include those where there is regular contact with people under 18 years of age.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal convictions?

YES

NO

I have attached written details of criminal convictions

YES

NO

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN IN THIS APPLICATION IS FACTUALLY CORRECT, AND I UNDERSTAND THAT ANY FALSE INFORMATION MAY, IN THE EVENT OF EMPLOYMENT, RESULT IN DISMISSAL OR DISCIPLINARY ACTION.

SIGNATURE

DATE:

Please return this form to:

*Mrs Michele Rose
Human Resources Adviser
Denbigh School
Burchard Crescent
Shenley Church End
Milton Keynes
MK5 6EX*

Or e-mail it to: rosem@denbigh.net