

Position Applied for:	
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Please return this application form to rclark@wilmslowhigh.com

PERSONAL DETAILS

Title:	
First Name:	
Surname:	
Middle Name(s):	
Known as:	
Date of Birth:	
Address:	
Telephone number:	
E-mail:	
National Insurance Number:	
Holds CEC Employment already:	
Existing Employee No:	
Do you hold a valid driving licence?	
Are you qualified to work in the UK?	
Do you hold a DBS certificate registered to the update service? If so, what is the certificate number?	
Please confirm if you give Wilmslow High School permission to check the update service?	
Have you lived outside of the UK for more than three months in the past five years?	
Please provide details of relations to any current employees, pupils or governors	

SUPPORTING INFORMATION

- Please use this section to explain:
1. the reasons for your interest in the post
 2. the skills you possess and those you would need to develop in relation to the person specification
 3. the vision you have for your contribution within this role

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EDUCATION & TRAINING

Secondary Education	
Secondary school (s):	
Dates From/to:	
Qualifications and grades achieved:	
Higher Education	
University/College:	
Years attended:	
Degree/Course:	
Qualification:	
Grade achieved:	
Job Related Training/Professional Bodies	

Brief details and dates of any training courses attended:	
Current memberships of institutions/professional bodies:	
Additional Skills(such as languages etc):	

EMPLOYMENT HISTORY

Current/Most Recent Appointment	
Title of Current Job:	
Current Employer:	
Employer Address:	
Permanent or Temporary Contract:	
Start Date:	
Notice required/Date contract ended:	
Current Salary:	
Main Responsibilities:	

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Previous Appointments (most recent first)	
Name of Employer:	
Type of Business:	
Job Title:	
Employment Dates:	
Reason for Leaving:	
Duties/Responsibilities:	
Name of Employer:	
Type of Business:	
Job Title:	
Employment Dates:	
Reason for Leaving:	
Duties/Responsibilities:	
Name of Employer:	
Type of Business:	
Job Title:	
Employment Dates:	
Reason for Leaving:	
Duties/Responsibilities:	

REFERENCES

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.

Present/most recent employer	
Organisation:	
Name:	
Role in Organisation	
Address:	
Phone Number:	
E-mail:	

Previous employer/other	
Organisation:	
Name:	
Role in Organisation	
Address:	
Phone Number:	
E-mail:	

EQUAL OPPORTUNITIES

Nationality:	
Ethnic Origin:	
Gender:	
Sexual Orientation:	
Religion/Belief:	
Do you consider yourself to have a disability?:	

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Please Note before Completing

Certain spent convictions* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions* can be found at the following link; please read before completing this question: http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

*including cautions, reprimands or warnings

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job. As part of the recruitment process we will check our records for information we hold about you in relation to your suitability for the post for which you have applied.

Disclosure and Barring Service

Successful applicants will be asked to apply for a Disclosure and Barring Service Check (Disclosure) from the Disclosure and Barring Service. A copy of the Disclosure and Barring Service Code of Practice is available on request.

Have you any unspent convictions? If yes, please give details:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?	

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Signed:	
Date:	