



*Winnersh Primary School, Greenwood Grove, Winnersh, Wokingham, Berkshire RG41 5LH
Tel: 0118 9797580 Charity Commission number 291077*

STRICTLY CONFIDENTIAL – APPLICATION FORM

Application for the role of:

Personal Details

Surname: _____ **Title:** _____

First Names: _____ **D.O.B:** _____

Previous Surnames: _____ **Mobile:** _____

Address: _____ **Email address:** _____

Secondary & further education (most recent first)

Training & qualifications (please give details of any other certificates with dates: Vocational training, professional qualifications, etc)

Employment Details – Current or last employment

Name and address of current/most recent employer or college/school:

Job Title:

Start Date:

Notice required:

Date of leaving (if applicable):

Please briefly outline your main duties and responsibilities or details of your studies if leaving education:

Why do you wish to leave your present employment/why did you leave your last employment?

Employment Details – Previous Employment

(Start with most recent employment first). Please also include any voluntary work or unpaid work experience if relevant and explain any breaks in employment from the conclusion of full time education.

Name of previous employer:

Post held:

Dates employed from: _____ **to:** _____

Brief details of duties and responsibilities:

Reason for leaving:

Name of previous employer:

Post held:

Dates employed from: _____ **to:** _____

Brief details of duties and responsibilities:

Reason for leaving:

Name of previous employer:

Post held:

Dates employed from: _____ **to:** _____

Brief details of duties and responsibilities:

Reason for leaving:

Name of previous employer:

Post held:

Dates employed from: _____ **to:** _____

Brief details of duties and responsibilities:

Reason for leaving:

(If necessary continue at end of application form until all employment history is shown).

If there are any gaps in your employment or education history, please explain them here:

Further information:

The information in this section plays an essential part in the selection procedure. It enables you to provide us with the additional information you consider relevant to your application. Please use the space below to detail how you meet the job requirements :

General Information:

Referees

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. We will not take up references prior to interview. If you have any concerns about this, please contact us.

Present/Last employer

Name:

Position:

Address:

Post code:

Telephone No:

Email:

Second Referee

Name:

Position:

Address:

Post code:

Telephone No:

Email:

Declaration of Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. This post is subject to receipt of satisfactory Enhanced Disclosure clearance obtained from the Disclosure and Barring service.

General Data Protection Regulations (GDPR)

The information you have supplied is required for the purpose of recruitment and selection only and is in accordance with Data Protection legislation.

The information required is necessary for selection purposes and will be used for the selection and verification process in connection with any vacancy applied for.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 6 months after which it will be disposed of using appropriate process.

If you would like more information, please ask to see a copy of our Privacy Notice.

For persons who are not British or EU Nationals

If you have any conditions related to your employment, please give full details below:

Declaration

I have the legal right to live and work in the UK

Yes/No

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signature

Date