



HEATHFIELD
KNOLL
SCHOOL

Job Application
Form



You may support your application form with a CV if you wish. **PLEASE USE BLACK INK**

Post Applied For			
Return form To	The Headmaster Heathfield Knoll School, Wolverley Road, Kidderminster, Worcestershire DY10 3QE.		
1. Personal Details			
Surname			
First Name			
Title			
Address			
Postcode			
Telephone Number			
Email Address			
Current Driving Licence and details of endorsements if any			
2. Education			
School attended (most recent first)	From	To	Examinations (subjects/grades)
Further education and training	From	To	Examinations (subjects/grades)



Courses attended	Date	Subject

3. Employment (please provide explanation for any gaps in employment)					
Employers Details	Dates of Employment	Contact Details	Job Title	Reason for Leaving	Final Salary

4. General	
Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974). In certain circumstances, employment is dependent upon obtaining a satisfactory disclosure from the Criminal Records Bureau/ Scottish Criminal Records Office.	Yes / No
Membership of professional organisation(s)	
DCFS Number	
GTC Number	
If offered this position will you continue to work in any other capacity? e.g. TA/ school governor (please give details)	Yes / No
5. Work Permits	
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	Yes / No
If yes to the above, are there any factors that would restrict your ability to obtain a valid work permit? Give details.	
6. Languages	
Do you speak or read a foreign language? Give details of competence level	Yes / No
7. Leisure / Non Work Activities	
Please note here your leisure interests, sports and hobbies, other non-work activities	

8. Experience

Please state why you wish to be considered for this post and explain the relevance of your experience to date.

I conform that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

I agree that Heathfield Knoll School reserves the right to require me to undergo a medical examination. Should the company require further information and wish to contact your doctor with a view to obtaining a medical report, you will be informed of this intention and your permission will be requested prior to contacting your doctor. I agree that this information will be retained in my personal file during employment and for up to six years thereafter and I understand that the information will be processed in accordance with the Data Protection Act.

I agree that should I be successful in this application, I will be required to apply to the Disclosure and Barring Service for the appropriate level of disclosure and to undergo the recruitment checks as set out in the Heathfield Knoll School Recruitment Policy (copy attached). I understand that should I fail to do so, or should the disclosure and recruitment checks not be to the satisfaction of Heathfield Knoll School, any offer of employment will be withdrawn or my employment terminated.

I confirm that I have not been disqualified from caring for children and young people as set out in the Disqualification from Caring for Children (England) 2002 Regulations and List 99 and there are no current anticipated proceedings by my regulatory body.

Signature

Date



Referee	
Please give the names and addresses of two referees, specifying their relationship to you, who can be contacted to support your application. One referee should be your current employer.	
Referee 1 Details	
Name	
Address	
Telephone Number	
Email Address	
Relationship to you	
Referee 2 Details	
Name	
Address	
Telephone Number	
Email Address	
Relationship to you	

Heathfield Knoll School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Criminal Records Bureau.

