



**RENDCOMB COLLEGE & JUNIOR SCHOOL
STAFF RECRUITMENT – APPLICATION FORM**

Position Applied For:	Proposed Start Date:
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PART 1 – PERSONAL DETAILS

Full Name:	Like to be known as:
Former Surnames (eg maiden name) or (where previous change of name/s)	
Current Address (with post code):	Date of Birth:
Tel:..... Mobile:..... Email:.....	NI Number:
Previous Addresses: (if resident at current address for less than five years please provide any previous addresses during this period)	

PART 2 - DETAILS OF ALL ACADEMIC/VOCATIONAL QUALIFICATIONS

Date Obtained	Qualification and the Awarding Body	Grade (if appropriate)

Teaching Posts Only

Please provide your DCSF reference number:

When did you gain Qualified Teacher Status?

Are you registered with the GTC?

PART 3 – CAREER HISTORY (including further education)

CONFIDENTIAL

Please supply a full history in **chronological order** (with start and end dates).

Include all **employment, self-employment, training/further education**, and any periods of **unemployment**, since leaving secondary education.

Provide **explanations** (where appropriate) for **any periods not** in employment, self-employment or further education/training. In each case give reasons.

Dates (from-to)	Employment – Training – Further Education – Self Employment - Sabbaticals

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PART 4 – PERSONAL STATEMENT

Please use just this page to provide any additional relevant information and demonstrate that you have the skills, knowledge and experience for the post.

PART 5 - EXISTING CONTACTS WITHIN SCHOOL

Please indicate below if you know any existing employees or governors at Rendcomb College or the Junior School, and if so, how you know them.

Name of Governor or Staff	Circumstances of Acquaintance

PART 6 - REFERENCES

Please provide the details of two referees. One referee must be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note that referees will not be accepted if they are relatives or if they are writing solely in their capacity as friends.**

First Referee	Second Referee
Name & Home Address:	Name & Home Address:
Occupation & Position:	Occupation & Position:
Contact Details: Tel (home): Tel (work): E.mail:	Contact Details: Tel (home): Tel (work): E.mail:

PART 7 – PERSONAL DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

I have not been disqualified from working with children; I am not named on DfES List 99 or the Protection of Children Act List; I am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and

either

* I have no convictions, cautions or bind-overs

or

* I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

* (please delete as appropriate)

Signature:

Date:

Please now return this completed application form, together with your CV.