



# Packwood Haugh School Standard Application Form

Post Applied for: .....

The application form should be completed in full in order to be considered for the position.

## Section A - Personal Details

<b>Full Name</b> ( <i>underlining the names by which you like to be known</i> ):          <b>Address:</b>	<b>Former Surnames</b> ( <i>eg maiden name or where any previous change of name(s)</i> ):          <b>Previous Address(es)</b> ( <i>if resident at current address for less than 5 years</i> )
<b>Date of Birth:</b>	
<b>Tel: Day:</b> <b>Evening:</b> <b>Mobile:</b>	<b>Email:</b>
<b>National Insurance No:</b>	<b>Nationality:</b>

**Section B - Education and Professional Qualifications****Details of Education (Academic/Vocational/Professional Qualifications):****(Please use a separate sheet if appropriate and list in chronological order)**

Dates	Educational Establishment	Qualifications (with Grades)

**Section C - Career History**

Please supply a full history, in reverse chronological order (with start and end dates), of all employment, self-employment, volunteer work and any periods of unemployment since leaving education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Any gaps will be followed up appropriately.

**(Please use a separate sheet if appropriate)**

<b>PRESENT POSITION</b>	
<b>Job title:</b>	<b>Date Appointed:</b>
<b>(Business Name and Type):</b>	
<b>Current Salary:</b>	
<b><u>Duties &amp; Responsibilities:</u></b>	

<b>PREVIOUS POSITIONS</b>			
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<b>Dates: (from – to)</b>	<b>Position</b>	<b>Training Establishment / Employer</b>	<b>Reason for leaving</b>

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**Section D – Hobbies and Interests:**

**(Please use a separate sheet if appropriate)**

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**Section E – Personal Qualities & Experience:**

**Please outline the personal qualities and experience that you think are relevant to this post.  
(Please use a separate sheet if appropriate)**

**Section F - Teaching Posts Only:**

**Please provide your DfES reference number: .....**

**Do you have Qualified Teacher Status?                      NO                      YES**

**Are you registered with the GTC?                              NO                              YES**

**Section G - Existing Contacts Within Packwood Haugh School:**

**Please indicate if you know any existing employees or governors at the School, and if so how you know them:**

**Section H - Referees:**

Please provide at least two referees. One referee should 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 references will not be accepted from relatives or from referees writing solely in the capacity of friends.

**1. Name:****Address:****2. Name:****Address:****Tel:****E-mail:****Tel:****E-mail:****Section I - Declarations:****Disclosure and Barring Service Checks**

I am aware that the post for which I am applying is subject to a DBS Check at Enhanced Level and 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, am not named on the Barring lists held by the ISA or am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council).

Do you have any convictions, cautions and/or bind-overs?

**No***(please delete as appropriate)***Yes** *(If Yes, details of any convictions, cautions or bind-overs should be attached in a sealed envelope marked confidential)***Medical Fitness**

Are you suffering, or have you suffered in the past, from any continuing or previous medical condition, ailment or injury which may now, or in the future should any existing condition deteriorate, make it difficult for you to fulfil all the requirements of the post for which you have applied?

**No***(please delete as appropriate)***Yes** *(If Yes, please give details below)*

