



BIRKENHEAD SCHOOL

Application Form

BIRKENHEAD SCHOOL

APPLICATION FORM

Post Applied for (Full-time / Part-time)

Surname	Forenames	Title
Address		
Home telephone		
Home e-mail		
Mobile telephone		
Nationality	Date of birth	
Teacher reference number (where applicable) :		
Present Employer		
Post held	Date position commenced	
Summary of duties		
Current Salary (& Benefits)	Period of notice required	

Employment history (most recent first)

Employer	Position	From	To	Reason for leaving

Education and qualifications

School/University/Institute	From	To	Qualifications obtained. <i>(Include degree class and A level grades where appropriate).</i>

Referees

Names, addresses and where possible telephone numbers and e-mail addresses of two referees. One should be your present employer. It is the School's normal practice to take up references before interview. May we contact these referees prior to interview? **YES or NO** (Please delete as appropriate)

1.

2.

Criminal convictions. Because this post involves working with children, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining the position.

Have you ever been convicted by the courts or cautioned, reprimanded or given a formal warning from the Police? (Note that the post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

YES or NO. (Please delete as appropriate).

Is any prosecution against you pending or are you under investigation in connection with any matter that may lead to prosecution?

YES or NO. (Please delete as appropriate).

If you have answered YES to either question, please give, below, details of offences, penalties and dates as appropriate.

Date	Details

As a community we are committed to safeguarding and promoting the welfare of children. In keeping with recommended Safer Recruitment procedures:

1. The interview process for short-listed candidates will explore suitability to work with children, as well as suitability for the post.
2. It is the School's normal practice to take up references before interview.
3. The School may contact any previous employer
4. The School is required to verify the identity of applicants. If you are short-listed for interview please bring with you your passport or driving licence and a recent utility bill or other document addressed to you at your home address. (Original documents only, please).

The successful applicant will be required to:

1. Obtain and provide to the School a 'disclosure' through the Disclosure and Barring Service.
2. Complete an occupational health questionnaire and may be required to undergo a medical examination.
3. Provide evidence of relevant qualifications.

Declaration

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made.

Signed

Date

School use only
