

*Application Form [please complete in type or black ink]*



**SALE HIGH SCHOOL**  
**NORRIS ROAD, SALE, M33 3JR**

Application for the post of .....

Surname:..... Title: .....  
[Block Capitals]

First Name(s) .....

Home Address: .....  
.....

National Insurance Number.....

Home telephone: ..... Day- Time telephone.....

E-mail: .....

**EDUCATION & TRAINING**

EDUCATION (Secondary)	From	To	Qualifications gained with grades or to be taken and date
Other relevant training or courses attended			
Organising body	Course details		Dates

**EMPLOYMENT HISTORY**

**Give details of your present or most recent employment**

<b>Name &amp; Address</b>  <b>Tel No:</b>	<b>From</b>	<b>To</b>	<b>Reason for leaving</b>	<b>Notice</b>	<b>Salary &amp; Scale</b>
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**Job Title:**

**Give your main duties and responsibilities**

**Please list your previous employment starting with the most recent first. Please note that all time since leaving full time education must be accounted for. Please continue on a separate sheet if necessary**

Name of employer and nature of business	Dates		Job title
	From	To	

Please include here any previous experience or relevant information, which, you think may be of assistance to us in assessing your application for this post. Continue on a separate sheet if necessary.

#### DISCLOSURE OF CRIMINAL BACKGROUND

The School has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults in Schools are suitable to undertake such a role

Information requested under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Normally under the above act, some criminal convictions do not have to be disclosed after a period of time when they become "spent" This does NOT apply to posts which are involved with vulnerable groups (e.g. children, elderly people etc.)

Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the School considers that the conviction renders you unsuitable.

Failure to disclose this information could lead to your application being rejected, or if you were appointed, to dismissal if it is subsequently learnt that you have a criminal conviction

Please delete as necessary

1) Have you ever been cautioned, or convicted of any criminal offence? Yes/No  
If yes, please give details of the caution(s) or convictions(s) and date(s)

2) Have you been charged with any offence which has not yet been brought to trial Yes/No  
If yes, give details of the charge and the dates of the hearing (if known)

If you are ultimately offered the position we will carry out an independent check through the Disclosure and Barring Service  
I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to dismissal

Signed----- Date-----

## REFERENCES

Please give details of two people who are willing to give you a reference. One of these must be your present or most recent employer.

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

.....

.....

Tel No: .....

Tel No: .....

Fax No .....

Fax No .....

Email .....

Email .....

Job Title: .....

Job Title: .....

Can we take up a reference at this stage?

Yes

No

Can we take up a reference at this stage?

Yes

No

## ARRANGEMENTS FOR INTERVIEW

If you are a disabled person, are there any arrangements, which we can make for you if you are called for interview?

Yes

No

If YES please specify

## DECLARATION

I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment

Please note that a 6-month probationary period applies to all new entrants

Signature of applicant..... Date: .....

## DATA PROTECTION ACT 1998

All information contained in this form will be treated as strictly confidential when used for recruitment purposes only. However, the school is under a duty to protect public funds it administers and to this end may use the information you have provided on this form within its authority for prevention and detection of fraud It may also share this information with other bodies administering public funds for this purpose. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998 and any verification checks, which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months and then destroyed. If you are a successful candidate your application form will be used as part of your personnel record