

**Job Application Form**

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| --- | --- |
| **POST APPLIED FOR:** | **CLOSING DATE:** |
| Click here to enter text. | Click to enter a date. |

Please complete it in black ink, or by typing in the boxes. If necessary you may provide further information on a separate sheet.

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forename(s): | Click here to enter text. | | Surname: | | | Click here to enter text. |
| Title: | Click here to enter text. | | Previous surname(s): | | | Click here to enter text. |
| Address: | Click here to enter text. | | | | | |
|  |
| National Insurance No: | | Click here to enter text. | | | | |
| Telephone (Day/Mobile): | Click to enter text. | | | Telephone (Evening): | Click here to enter text. | |
| E-mail: | Click here to enter text. | | | | | |

**CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Current Employer: | Click here to enter text. | | |
| Date of Employment: | Click here to enter text. | Job Title: | Click here to enter text. |
| Current Salary: | Click here to enter text. | Notice Required: | Click here to enter text. |
| Reason for Leaving:  (If applicable) | Click here to enter text. | | |

**EDUCATION AND TRAINING**

Proof of qualifications will be required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School(s) Attended**  11-18 Years: | | Click here to enter text. | | |
| **A Levels or equivalent**  Subjects & grades: | | Click here to enter text. | | |
| **Higher Education**  Including teacher training: | | Click here to enter text. | | |
| From  (Month/Year) | To  (Month/Year) | Universities/Colleges Attended  (include p/t) | Title & class of degree & grade  Eg BA(Hons) 2(i) | Subject or course title |
| Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| (If applicable)  **Teacher Training & Age Range** | | Click here to enter text. | | |
| (If applicable)  **Main Subject:**  **Subsidiary Subject:** | | Click here to enter text. | | |

**PREVIOUS EMPLOYMENT**

Earliest first and please include any temporary, unpaid & voluntary work experience.

Please include at the end any periods not in employment since the end of full-time education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  (Month/Year) | To  (Month/Year) | Employer | Job Title | Reason for Leaving |
| Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click or tap to enter a date. | Click or tap to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Please indicate if you know any existing employees or Governors at Truro high School and if so, how you know them. | Click here to enter text. |
| Do you hold a full current driving licence? | Choose an item. |
| DFE reference number *(If applicable)* | Click here to enter text. |
| If offered employment you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment if deemed necessary? Choose an item. | |

**SUPPORTING STATEMENT**

Please include a letter of application or supporting statement, explaining why your qualifications, experience and personal qualities are relevant to this appointment. It would be relevant to know of any professional development you have undertaken and if there are any extra-curricular areas to which you would wish to contribute.

**REFERENCES**

Please provide at least two referees. The first 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 by from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. If you are a student give appropriate school or college referees. **It is the usual practice for references to be obtained before a formal interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| Referee No. 1 | | Referee No. 2 | |
| Title: *eg. Mr, Mrs, etc.* | Click here to enter text. | Title:  *eg. Mr, Mrs, etc.* | Click here to enter text. |
| Full Name: | Click here to enter text. | Full Name: | Click here to enter text. |
| Position: | Click here to enter text. | Position: | Click here to enter text. |
| Relationship: | Click here to enter text. | Relationship: | Click here to enter text. |
| Address, Telephone No and e-mail address:  Click here to enter text. | | Address, Telephone No and e-mail address:  Click here to enter text. | |

**DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the School, for the purposes of assessing this application, ongoing personnel and payroll administration in compliance with the Data Protection Act 2018.

For the School’s privacy notice please visit: <https://www.trurohigh.co.uk/policies-handbooks-and-isireports/> Privacy notice

For the School’s Safeguarding policy please visit: <https://www.trurohigh.co.uk/policies-handbooks-and-isireports/> Child protection and safeguarding policy

For the School’s policy on employment of ex-offenders please visit: <https://www.trurohigh.co.uk/policies-handbooks-and-isireports/> Safer recruitment policy

|  |  |
| --- | --- |
| Signed | Click here to enter text. |
| Dated | Click or tap to enter a date. |

**It is an offence to apply for employment at Truro High School for Girls if you are barred from engaging in regulated activity relevant to children.**