##

## APPLICATION FORM

|  |
| --- |
| **Post applied for …………………………………………………………………………………………………….****Where did you see this role advertised ? ……………………………………………………………………** |

|  |
| --- |
| **Personal details**Full Name: …………………………………………………………………………………………………………………………………………………………Former Surnames (e.g. maiden name or any previous change of name(s)) …………………………………………………Current Address: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...Post code …………………………………………………………………………………………………………………………………………………………..How long have you lived at this address ? If less than 5 years please provide all previous addresses. Previous Address: ……………………………………………………………………………………………………………………………………………...Previous Address: …………………………………………………………………………………………………………………………………………......National Insurance Number : ………………………………………………………...Telephone - Day: …………………………………… Evening: ………………..…………………. Mobile: ……………………..…..………….Email address: ……………………………………………………………………………………………………………………………………………………Do you hold a current UK driving licence? Yes / No |

|  |
| --- |
| **Education and qualifications** |
| From / To | Name of School | Qualification | Subject(s) & Grade(s) |
|  |  |  |  |
| **University** |
| From / to | Name of University | Qualification | Subject(s) & Grade(s) |
|  |  |  |  |
| **Other Professional** |
| Date | Qualification |
|  |  |

|  |
| --- |
| **Employment History**Name of Current Employer: ………………………………………………………………………………………………………………………………Address: ………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Job Title & Responsibilities: ..................................................................................................................................................................…………………………………………………………………………………………………………………………………………………………………………...............................................................................................................................................................................................................................…………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………..Date of appointment ………………………………………………………………………………………………………………………………………...Notice period required: …………………………………………………………………………………………………………………………………….Current salary: ………………………………………………………………………………………………………………………….Any other benefits: …………………………………………………………………………………………………………………………………………… |

|  |
| --- |
| **Previous Employment**Please provide a full history of all previous employment. This should be in chronological order, with start and end dates, and any gaps in employment should be accounted for. |
| From – To | Employer | Position | Reason for leaving |
|  |  |  |  |

Please continue on a separate sheet if insufficient space has been allowed.

|  |
| --- |
| **Interests and Hobbies**Please note here your leisure interests, sports and hobbies, other pastimes etc: |

|  |
| --- |
| **References:** Please provide two references of which one should be your present employer. Please note that references will not be accepted from relatives. Name: ..................................................................................... Name: ......................................................................................Address: ……………………………………………………………… Address: ……………………………………………………………………………………………………………………………………………... ……………………………………………………………………………...……………………………………………………………………………... ……………………………………………………………………………...……………………………………………………………………………... ……………………………………………………………………………...Telephone number: ……………………………………………… Telephone number: ………………………………………………Email: ……………………………………………………………………. Email: …………………………………………………………………….Position: ……………………………………………………………….. Position: ………………………………………………………………..May we take these references up now to comply with DfES Safer Recruitment procedures? **YES/NO** |

|  |
| --- |
|  **Data Protection**The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.We may check the information provided by you on this form with third parties.By signing the application form you consent to the processing of sensitive personal data. |

|  |
| --- |
| **Declaration**As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Bursar for advice.Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs).Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. I confirm that the above information is complete and correct and understand and agree that any untrue or misleading information will give The Malden Trust Ltd the right to terminate any employment contract offered.
2. I agree that The Malden Trust Ltd reserves the right to require me to undergo a medical examination.
3. I understand that any offer of employment made by the School will be conditional on verification of medical fitness.

***Signed Date******…………………………………………………………… ………………………………………………………*** |

***Please return this form together with a letter of application to the HR Manager, Windlesham House School, Washington, West Sussex RH20 4AY***

***hr@windlesham.com***