



Claremont Fan Court School

Claremont Drive, Esher, Surrey KT10 9LY

HR office tel: 01372 473720

HR email: jobs@claremont.surrey.sch.uk

www.claremont-school.co.uk

EMPLOYMENT APPLICATION FORM

Post title :

FOR OFFICE USE ONLY

REF NO:

Personal details

Full name: Title First name Surname

Previous name(s)
(if applicable):

Address:

Postcode:

Telephone (Home):

Telephone (Mobile):

Telephone (Work):

What is the best daytime contact number for you?:

Email address:

Confidential Referees

One referee should be your present or most recent employer, the other a previous employer. Please let your referees know that we will be in touch with them if you are short listed for this position.

1.

2.

Name:

Name:

Job title:

Job title:

Organisation name:

Organisation name:

Email:

Email:

Telephone number:

Telephone number:

Address:

Address:

Relationship to the applicant:

Relationship to the applicant:

References will only be requested for short listed candidates. May we approach your referees without further reference to you?

Yes No

Please give any dates you are NOT available for interview:

Post title :		FOR OFFICE USE ONLY REF NO:
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Education and qualifications				
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Please give details of your education and qualifications to date (boxes will expand as required)

Dates (MM/YY)		School/College	Subject(s) studied at A level or equivalent	Grades
From	To			
		Undergraduate university attended	Subject(s) studied	Degree (with date confirmed)
		Post graduate university attended	Subject(s) studied	Degree (with date confirmed)
		Teacher's qualification institution attended	Subject(s) studied	Degree/qualification (with date confirmed)

Present or most recent employment

Post:

Name and address of employer:

Start date:

Leaving date
(if applicable):

Reason for leaving:

Notice required (if applicable):

Gross salary:

Salary scale (if applicable):

Outline of main duties

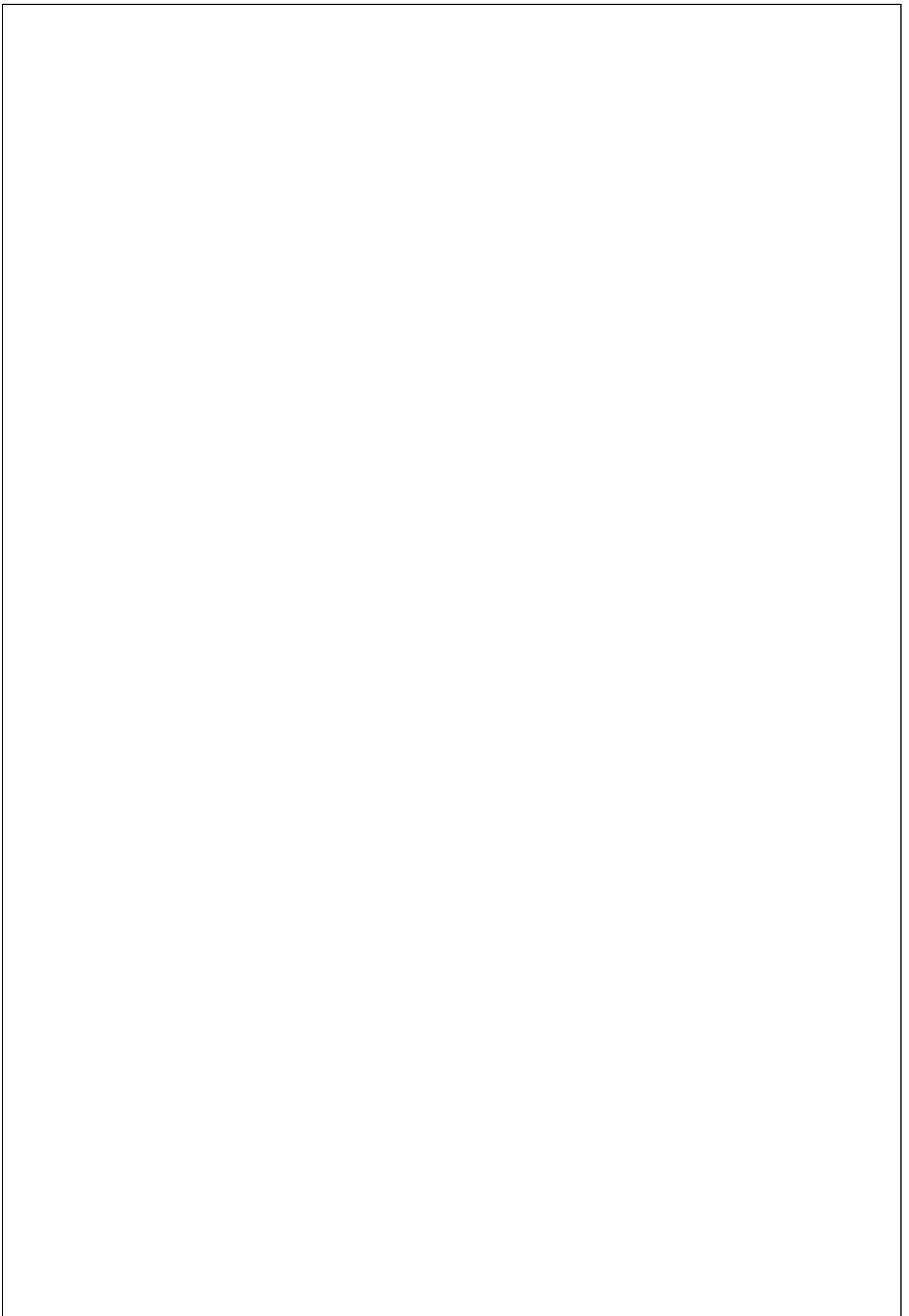
Previous employment

List all previous employment since leaving full time education, including any relevant unpaid work, in reverse chronological order. You should account for any periods between jobs by month and year. A curriculum vitae may be enclosed but cannot be used as a substitute for the information required below.

Dates (MM/YY)		Employer (name, address, phone number)	Job title / main duties	Reason for leaving
From	To			

Statement in support of your application

Set out below how your skills and experience meet the criteria named in the person specification. Applicants should confine this statement to no more than two sides of A4.



Other details

Do you know any staff working at Claremont Fan Court School?

Yes No

If YES, please state the nature of relationship and the name of the Claremont employee(s)

Do you have the legal right to work in the UK?

Yes No

If 'Yes', and there are conditions attached, for example start and finish dates, please specify:

If 'No', what type of work permit do you require?

(You will be asked to produce photographic identification and proof of the above if you are called to interview)

National Insurance Number

DfE No. (Please enclose evidence)

Qualified Teacher Status? Yes No

Date:

Registered with the GTC? Yes No

If you qualified after 7 May 1999, have you completed a statutory induction year? Yes No

Where did you see this post advertised?

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children. You are therefore required to declare whether you have any criminal convictions or cautions or bind overs including those which are spent.

Have you ever been convicted of any criminal offence(s) or have you been warned, reprimanded, or cautioned in relation to any such offence? Yes No

Are you included in any list of people barred from working with children? Yes No

If yes, please give details including dates on a separate sheet and forward in a sealed envelope marked Private and Confidential to the Head of Human Resources at the address at the top of this application form or by emailing jobs@claremont.surrey.sch.uk

If your application is successful, prior to taking up your post, you will be required to undergo a formal disclosure process through the Criminal Records Bureau. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.

Declaration

I understand that if I am appointed, my information will be stored in accordance with the Data Protection Act 1998. I give my consent to the processing and storing the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.

I confirm that the information I have given above is true, accurate and complete. I accept that providing false information could result in my dismissal or disqualify me from employment.

Name:

Signature:

Date:



Equal Opportunities Recruitment Monitoring Form

This form is to assist us in ensuring our equal opportunities policy is applied consistently across the School. It will NOT be included in the documentation that goes to the short listing panel or interviewing panel but will be used to produce anonymised data.

Post applied for:

1. **Gender** Male Female

2. **I have a disability** Yes No

3. I would describe my racial or cultural origin as

a. Asian

Asian – Bangladeshi
Asian – British
Asian – Indian
Asian – Pakistani
Any other Asian background

Please specify:

b. Black

Black – African
Black – British
Black – Caribbean
Any other Black background

Please specify:

c. Chinese

Chinese

d. Irish

Irish

e. Mixed

Asian and White
Black and White

Any other mixed background

Please specify:

f. White

White British
White European Union
Any other White background

Please specify:

g. Other ethnic group

Please specify:

4. Nationality:

5. I am aged: years Date of birth (DD/MM/YY):

6. I give my consent to Claremont Fan Court School to process the information given in accordance with the purpose stated above.

Name:

Signature:

Date: