

**CONFIDENTIAL**

**APPLICATION  
REFERENCE NO:**

*Education*

<b>WALTON LEIGH SCHOOL</b>
<b>POST:</b>

**1 Present Appointment** *(or most recent)*

Post held:	Date appointed:
School/College Address:	
Number on Roll:	LEA/Employer:
Present Salary:	Responsibility Points: <i>(if applicable)</i>
Notice Required:	

**2 Education and Academic Qualifications**

School/College/University	From	To	Subjects, Qualifications, Grades, Honours
Secondary (post 16)			
Higher Education			
Further postgraduate qualifications <i>(including PGCE)</i>			

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**3 Previous Teaching Appointments** *(please start with most recent)*

Title of post and name of school/college/other employer	Status e.g. full-time or part-time	Type of School/College and age range	N.O.R.	Period of Service	
				From	To

**4 Professional Development**

*(please give details of courses relevant to this application and indicate any awards earned)*

Course Title	Provider	Duration	Dates	Awards (if any)

**5 Other Relevant Work Experience** *(please start with most recent)*

Nature of Occupation	Employer	Period of Service	
		From	To

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REFERENCE NO: EP/**

**6 References**

N.B. *References will only be sought for shortlisted candidates.  
May we approach your referees without further reference to  
you?* YES / NO

*The first reference should be your present or most recent  
employer*

(i)	(ii)
Name	Name
Position	Position
Address	Address
Telephone No:	Telephone No:
In what capacity do you know the above?	In what capacity do you know the above?
If you were known to either of your referees by another name, please give details:	

**7 Interests** *(both professional and leisure)*

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**8 Letter of Application**

In support of your application, you are recommended to attach a statement giving your reasons for applying for this post. Include any information which you consider relevant to this application, addressing the key areas in the person specification.

*Please do not write your name or any other personal identification but do write the application reference number (from page 1) in the top right hand corner of each sheet used.*

**9 Criminal Offences**

As this post is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Disclosure will only be required following interview if it is considered that you are the most suitable candidate for the post.

**10 Declaration**

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from shortlisting, or may, in the event of employment, result in disciplinary action or dismissal.

Signature:

Date:

**N.B. Before submitting this form, please complete the box at the top of this page with the number shown at the top of page 1.**

<b>FOR OFFICE USE :</b>									
NOT INTERVIEWED	ND	NQ	NE	NI	NS	NO			
INTERVIEWED	IN	IQ	IE	IC	IP	IA	IJ	IO	
ADDITIONAL COMMENTS									
SIGNED .....					DATE.....				

**Personal Details** *(please use block capitals)*

Surname (Title: Dr/Mr/Mrs/Miss/Ms)

Forenames

Previous Names

Address

Post Code

Date of Birth

National Insurance Number

DfEE Number

Date of recognition as qualified teacher

Home telephone number

Work telephone number

**Other Information**

Are you related to any Elected Member or Senior Officer of this Council or Governor of the appointing school/college? YES / NO

If yes, who?

Note: *Canvassing of County Councillors or Senior Officers of the Council by or on behalf of an applicant whether directly or indirectly is forbidden.*

**EQUAL OPPORTUNITIES MONITORING**

We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.

In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection. Only by such measures will we be able to recognise potential sources of discrimination and take remedial action. The monitoring form will be separated from the application form and securely stored in the strictest confidence. It will be used for statistical monitoring only.

Please tick box as appropriate

Sex:	Female:	<input type="checkbox"/>	Male	<input type="checkbox"/>
Marital Status:	Married	<input type="checkbox"/>	Single	<input type="checkbox"/>
Age:	Below 26	26-35	56-65	
	36-46	47-55		

How would you describe your ethnic origin?

Black

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Caribbean       African       Other

White

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European (include. UK)       Other

Asian

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Indian       Pakistani       Bangladeshi

Chinese

Other      *please specify* \_\_\_\_\_

Do you have any disability as described with the terms of the Disability Discrimination Act 1995  Yes  No

Please state where you saw this job advertised: