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| **Post Applied for:** |  |

**PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

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| **1 Personal details** | | | | |
| Surname: |  | Preferred Title: | |  |
| First name(s): |  | Previous surname: | |  |
| Home address: |  | Present address: | |  |
|  |  | *(if different)* | |  |
|  |  |  | |  |
|  |  |  | |  |
| Post code: |  | Post code: | |  |
| Telephone (home): |  | Telephone (work): | |  |
| Telephone (mobile): |  | e-mail: |  | |
| Date of Birth: |  |  | | |
| National Insurance No.: |  |  | |  |

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| **2 Education (higher)** *List all higher qualifications including degrees and post graduate qualifications.* | | | | | | | | |
| From | To | University | FT/PT | Qualification awarded | | | | Date of award |
|  |  |  |  | Degree | Subject | Class | Division |  |
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| **3 Education (secondary)** | | |
| From | To | Establishment(s) |
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| **4 Examination results – LEVELS 2 & 3 (school/college)** *Give details of all qualifications obtained.* | | | |
| Date | GCSE, A-level or other | Subject | Results/Grade |
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| **5 Current employment** *If you are not currently employed please give most recent details as appropriate.* | | | |
| Name of employer: |  | | |
| Address of employer: |  | | |
| Post held: |  | Date appointed: |  |
| Grade: |  | Total annual salary: |  |
| Are you still employed here? |  | If no, date employment ended: |  |
| If yes, amount of notice required |  | Reason for leaving: |  |
| Please give a brief description of the main duties of your current / most recent job: | | | |
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| **6 Previous employment** *List in chronological order, earliest to latest, with precise dates.* | | | | |
| From | To | Establishment name and type | Post and responsibilities | Reason for Leaving |
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| **7 Periods not accounted for in previous sections since age 18** *Give all details.* | | |
| From | To | Details |
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| **8 Training and development** *Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.* |
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| **9 Leisure interests** *State briefly what your main leisure interests are, particularly if they are relevant to the post.* |
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| **10 References** *Give full details of two referees who may be approached now.* ***Relatives/friends are NOT acceptable****. If you are currently employed, your main referee* ***must*** *be your present employer.* | | | | |
| Name: |  | Name: |  | |
| Status: |  | Status: |  | |
| Establishment: |  | Establishment: |  | |
| Address: |  | Address: |  | |
|  |  |  |  | |
|  |  |  |  | |
| Postcode |  | Postcode |  | |
| Telephone: |  | Telephone: |  | |
| e-mail: |  | e-mail: |  | |
| *If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.* | | | | |
| **11 Other information** | | | | |
| From what source did you learn of this vacancy? | | | | |
|  | | | | |
| Are you a relative or partner of any employee or governor of the School? | | | | Yes/No |
| **If yes**, please give details: …………………………………………………………... | | | | |
|  | | | | |
| Has someone else completed this form on your behalf? | | | | Yes/No |
| **If yes**, please provide the person’s name and an explanation: | | | | |
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| **CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**  If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK. |

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| **14 Declaration** |
| I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions conditions, restrictions or disqualifications in relation to employment / work imposed by the Secretary of State or a regulatory body.  In accordance with the Data Protection Act 1988, I agree that information I have provided may be held and used for personnel reasons.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.  I hereby declare that the information given on this form is complete and accurate. |
| **Signature:** |
| **Date:** |

**YOU NOW NEED TO COMPLETE A COVERING LETTER OF APPLICATION, EXPLAINING HOW YOUR SKILLS, EXPERIENCE, KNOWLEDGE AND PERSONAL QUALITIES MEET THE JOB DESCRIPTION AND/OR PERSON SPECIFCATION FOR THE POST**

*Please note that this letter is in place of a person specification form, and should contain information relevant to your application and suitability for the role.*

We prefer to receive applications electronically to [Allison.Hudd@verulam.herts.sch.uk](mailto:Allison.Hudd@verulam.herts.sch.uk)

Please ensure documents are either sent in Word or PDF format.

Receipt of this application will not be acknowledged unless specifically requested.