



Bredlands Lane  
Sturry  
Canterbury  
Kent  
CT2 0HD

NOR: 412

Principal: Ian Johnson

# Application for Employment

Please complete using black ink or type.

<b>Post Applied for:</b>	
<b>Closing Date:</b>	
<b>Title and Last Name/Family Name:</b>	
<b>Previous Last Name:</b>	
<b>First Names:</b>	
<b>Where did you see this post advertised?</b>	

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

## General Information About You

Home Address	Address for communications (if different)
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Telephone No. Home:	<input type="text"/>	Alternative Telephone No:	<input type="text"/>
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May we contact you here? Yes  No       May we contact you here? Yes  No

Date of birth:  (required to meet Department for Education & Skills Safeguarding Children and Safe Recruitment guidelines)	Email Address:
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Do you have a current UK driving licence (if applicable)? Yes  No

Do you have any current endorsements? Yes  No

If yes, please give brief details

If you are successful, when could you start this job?

Are you aware of any matter, which might call into question your integrity as an employee or bring you/or Spires Academy into disrepute.

Yes  No  If yes please give brief details.

## Employment

### Present or most recent employment details.

Name and Address of Employer:

Job Title:

Salary:

Date started:

Date of leaving:  
(if applicable)

Main duties and responsibilities: Please use a separate page if necessary

**Qualifications Achieved from Secondary, Higher and/or Further Education**

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

**Previous Employment:**

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held

**Membership of Professional Organisations and Institutions**

Name	Date achieved	Membership status	By examination (Yes/No)

**Other Skills and Interests – including languages (spoken/written), computers, etc.**

(Please include details of any public duties, community or voluntary work experience)

**Your Health**

Are you in good health? Yes  No  If no, please give details.

**Work Permit**

Do you need a work permit to be employed in the UK? Yes  No

**National Insurance Number**

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

**Referees**

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

**Reference 1**

Name:

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Relationship to you

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Address:

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Email Address:

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Tel. No:

**Reference 2**

Name:

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Relationship to you:

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Address:

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Email address:

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Tel. No:

May we contact prior to interview?

Yes  No

May we contact prior to interview?

Yes  No

**Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs:**

Employment in schools/academies are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

Please tick the relevant box:      **Yes**                      **No**

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory CRB clearance. A copy of this notice will be sent to your referees.

## Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email ([m.wigington@spiresacademy.com](mailto:m.wigington@spiresacademy.com)) you will be asked to sign a copy of this document before any offer of employment is made.

Please return to:

Mrs M L Wigington, Spires Academy, Bredlands Lane, Sturry, Canterbury, Kent, CT2 0HD