



**Please complete all sections in black ink**

Post Applied For: \_\_\_\_\_

Is the post applied for:

- Full Time       Job Share  
 Part Time

| <b>PART A - Personal Details</b>  |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| Surname:  |                              | Title:                      |  |
| Maiden Name/Previous Name:  |                              |                             |  |
| First Names:  |                              |                             |  |
| Address:  |                              |                             |  |
| Contact Details:  | Daytime:                     | Evening:                    |  |
|   | Mobile:                      | Email:                      |  |
| <u>Authorisation to work in the UK and points based system</u><br>(Please see guidance notes)<br>I need a work permit to work in this Country | <input type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| If appointed, please specify the date you can commence your employment:   |                              |                             |  |
| National Insurance Number:  |                              |                             |  |

## **PART B – Present Employment**

Name and address of employer \_\_\_\_\_

\_\_\_\_\_

Post held \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Salary \_\_\_\_\_

Key roles/achievements:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part B Continued – Employment History

Please list in chronological order (most recent first)

Name & address of employer \_\_\_\_\_

\_\_\_\_\_

Post held \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Salary \_\_\_\_\_

Key roles/achievements:

\_\_\_\_\_

\_\_\_\_\_

Name & address of employer \_\_\_\_\_

\_\_\_\_\_

Post held \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Salary \_\_\_\_\_

Key roles/achievements:

\_\_\_\_\_

\_\_\_\_\_

Name & address of employer \_\_\_\_\_

\_\_\_\_\_

Post held \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Salary \_\_\_\_\_

Key roles/achievements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You may use a continuation sheet if necessary



**PART D – Dates unaccounted for** Please give details of date/time not accounted for elsewhere on this application form

**PART E – Experience/relevant skills/further information**

Use this section to show how you meet all the short listing criteria for the job as set out in the enclosed job description, drawing on all aspects and experience, including paid and unpaid employment, voluntary work and home responsibilities. (Please continue on a separate sheet if necessary)

Please use this space to say why you are interested in the post for which you have applied.

## PART F - Verification of Employment - other Information

Do you hold a current driving licence?  Yes  No

If yes do you have any endorsements? \_\_\_\_\_

If yes please specify groups on licence \_\_\_\_\_

### HEALTH AND MEDICAL BACKGROUND

Number of working days sick in the last 2 years \_\_\_\_\_

Please give names and addresses of two people who can provide employment references. One should be your present/most recent employer, preferably your most immediate manager.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held \_\_\_\_\_ Position Held \_\_\_\_\_

Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

- Please tick this box if you do not wish Moira House to contact your present or most recent employer until, a firm offer of employment has been made. (Moira House Girls School will normally take up references if you are short listed).

All offers of employment are subject to the receipt of two satisfactory references, an Enhanced Certificate being issued by the Disclosures and Barring Services, and the satisfactory submission of the school's Employment General Health Questionnaire.

### Warnings & Disciplinary Issues

Have you been dismissed or resigned in the face of a dismissal or warning?

Yes

No

List any disciplinary offences or warnings that you have received at any time or state if not applicable.

Not applicable

| Reason for Warning | Date | Name/Address of Employer |
|--------------------|------|--------------------------|
|                    |      |                          |
|                    |      |                          |
|                    |      |                          |

## PART F Continued - Verification of Employment - other Information

### Rehabilitation of Offenders Act 1974

The post for which you are applying carries exempt status under the provisions of the Act regarding 'spent' convictions. You are therefore required to declare below any Convictions (including bind-overs and cautions) you have had regardless of whether or not the time limit has elapsed.

Have you ever been convicted of a criminal offence? Yes  No

Are there any alleged offences outstanding against you? Yes  No

If YES, to either, please give details below or, if you prefer, attach details in a sealed envelope, marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Details:

Do you hold a previous Criminal Records Bureau Certificate Yes  No

If yes please provide the Certificate number: \_\_\_\_\_

Date this Certificate was issued: \_\_\_\_\_  
(Please see guidance notes)

### Authorisation to work in the UK and points-based system - Immigration, Asylum and Nationality Act 2006.

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the U.K, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the United Kingdom. You will be required to provide evidence, prior to appointment, of a National Insurance number, passport information and current visa.

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country.

Yes  No



## PART G - Enclosures

1. Photo
2. Education certificates and any further qualifications
3. Driving licence showing groups\*
4. Passport\*
5. Previous Criminal Records Bureau Clearance Certificate
6. Utility bill showing current postal address

\* These items will be used for your Disclosures and Barring Service. Please bring your driving licence, passport and original certificates to the interview.

Originals of all certificates/qualifications must be provided at interview stage to the school for verification.

I hereby give my consent to the school processing the data supplied on this application form for the purpose of recruitment and selection and Moira House School Development. (Please tick the relevant box)

Yes

No

Signed \_\_\_\_\_

Dated \_\_\_\_\_

### Declaration:

I declare that the information I have given on this form and the attached Equal Opportunities Monitoring Form is true and complete and can be treated as part of any subsequent contract of employment. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified, or, if I have already been appointed, I may be dismissed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form and enclosures to:  
Mr James Sheridan, Principal, at  
Moira House Girls School, Upper Carlisle Road, Eastbourne, East Sussex BN20 7TE  
TEL +44 (0) 1323 644144, FAX +44 (0) 1323 649720 E-MAIL [head@moirahouse.co.uk](mailto:head@moirahouse.co.uk)