



Norfolk House School

APPLICATION FORM

**NORFOLK HOUSE SCHOOL
10 MUSWELL AVENUE, MUSWELL HILL
LONDON N10 2EG**

Norfolk House School is committed to the protection and safety of its pupils and follows safer recruitment practice.

Application for employment as:

Title:

Surname (Block letters):

Forenames:

Address:

.....

..... Post Code:

Telephone:

Mobile:

email address:

Are you within 6 months of your 65th birthday? YES/NO

Place of birth:

Name & address of Secondary School attended:.....

.....

.....

Details and results of any examinations taken (original certificates may be required for interview purposes):

Subject	Type of Examination i.e. GCSE, AS Level, A Level	Grade	Year of Examination

Further education (e.g. university, technical college, evening classes)

Name & address of University or College attended:

.....

.....

Details and results of any qualifications taken (original certificates will be required for interview purposes):

Subject	Qualification e.g. Degree, HND, NVQ	Grade	Year of Graduation

Any other training or courses attended?

.....

.....

.....

Please explain why you are applying for this post and give examples of things you have done that make you particularly suited to the job.

Have you ever been convicted of a criminal offence? YES/NO
(This post is exempt from the Rehabilitation of Offenders Act 1974)

If you have a disability please tell us about any adjustments we may need to make to assist you at interview:

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How many days sickness absence have you taken in the last two years?

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Give brief details of any absence of more than two weeks duration taken during the last two years:

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Name of present /most recent employer:

.....

Address:

.....

..... Post code:

Job title:

Duties:

.....

.....

.....

Rate of pay:

Date employment commenced:

Date employment ended (where applicable):

Reason for leaving/wishing to leave:

.....

Employment History

Name, address and contact number of Employer	Name of Line Manager	Employment dates from & to (month & Year)	Job title	Reason for leaving

Please tell us in more detail about the jobs you have done and about the skills you used and or learned in those jobs.

Do you hold a full clean driving licence?

YES/NO

References

Please give the names of two people, not family members, one of whom should be your current or most recent employer, and the other who ideally should be a professional e.g.. teacher, doctor, solicitor or vicar who have agreed to act as referees and who have knowledge of your work, character and integrity. If you are self-employed you should name someone who can comment on your suitability for this post, e.g. someone for whom you have recently carried out work. Open references "to whom it may concern" are only accepted in addition to references in accordance with the above.

Referee 1

Name:

Position:

Company:

Address:

.....

Post Code: Telephone Number:

Email address:

In what capacity do you know the above?

May we contact this person prior to interview: YES/NO

Referee 2

Name:

Position.....

Company:

Address:

.....

Post Code: Telephone Number:

Email address:

In what capacity do you know the above?

May we contact this person prior to interview: YES/NO

Please tell us if there are any dates when you will not be available for interview:

.....

.....

When would you be available to take up employment?

Declaration

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on List 99 which names those who may not be employed in schools?

YES/NO

I declare that:

The information I have given on this form is true and accurate to the best of my knowledge. I accept that providing deliberately false information could, if I am appointed, result in my dismissal.

I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the U.K.

I understand that, If I am appointed, I will be subject to an enhanced check being made by the Criminal Records Bureau, the DCSF (where applicable) to confirm qualified teacher status and checks made on previous employment and qualifications.

Disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, together with any other relevant factors. If you would like to discuss this beforehand please telephone the Headmaster in confidence.

In accordance with the Data Protection Act, the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful.

Signed:

Printed:

Date:

Revised: Sept 2008