



GREENFORD HIGH SCHOOL
Lady Margaret Road, Southall, Middlesex UB1 2GU
Tel: 020 8578 9152 Fax: 020 8747 7891


INVESTOR IN PEOPLE

CONFIDENTIAL

Headteacher:
Mrs K. Griffin B.Sc. M.Ed



APPLICATION FORM FOR NON-TEACHING POSTS

1.
POST APPLIED FOR: _____

2. SURNAME: _____ FORENAME(S): _____

PREVIOUS SURNAME: _____ TITLE: Mr/Mrs/Ms/Dr _____
(if applicable)

EMAIL: _____

PRESENT ADDRESS:

HOME ADDRESS: (if different)

_____ Postcode _____

_____ Postcode _____

TELEPHONE (Home): _____ (Work): _____

3. If you are not a European Citizen, please state if a work permit is required: YES/NO

4. Please give the names and addresses of two referees, one of whom should be your present/most recent employer, plus one other who can vouch for your professional work.

i. NAME: _____

ii. NAME: _____

ADDRESS: _____

ADDRESS: _____

_____ Postcode _____

_____ Postcode _____

TEL: _____

TEL: _____

FAX: _____

FAX: _____

EMAIL: _____

EMAIL: _____

JOB TITLE: _____

JOB TITLE: _____

References will be taken up before interview. If you do not want us to do this, please tick box.
References may be made to your present/most recent employer if not quoted above.

EDUCATION AND TRAINING (From Secondary School)

SCHOOLS ATTENDED FROM AGE 11 (Name & Address)	DATES: FROM	TO	EXAMINATIONS (Subjects/Results)

FURTHER EDUCATION/TRAINING

PLACE OF EDUCATION (Full name & address)	DATES: FROM	TO	QUALIFICATIONS

Membership of Professional Organisation(s):

Details of any Public Duties (JP, Local Councillor, etc) undertaken:

If offered this position will you continue to work in any other capacity?
(give details:)

Have you contributed to any superannuation scheme? If so, give details:

REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order 1986)

Do you have any record of criminal convictions? YES/NO

If YES, you are obliged to disclose, before appointment, any conviction, caution or binding over including 'spent convictions'. Please attach details.

EMPLOYMENT HISTORY (Please include details of your current or most recent employment first, and use the spaces below to give details of other employment, working backwards from the most recent)

PRESENT or MOST RECENT EMPLOYER: _____

TYPE OF BUSINESS: _____

ADDRESS: _____

POSTCODE _____

STARTING DATE: _____ LEAVING DATE: _____

JOB TITLE: _____ CURRENT/LATEST SALARY: _____

DUTIES: _____

REASON FOR LEAVING: _____

PREVIOUS EMPLOYER: _____

TYPE OF BUSINESS: _____

ADDRESS: _____

POSTCODE _____

STARTING DATE: _____ LEAVING DATE: _____

JOB TITLE: _____ SALARY: _____

DUTIES: _____

REASON FOR LEAVING: _____

PREVIOUS EMPLOYER: _____

TYPE OF BUSINESS: _____

ADDRESS: _____

POSTCODE _____

STARTING DATE: _____ LEAVING DATE: _____

JOB TITLE: _____ SALARY: _____

DUTIES: _____

REASON FOR LEAVING: _____

Continue on a separate sheet of paper if necessary.

DETAILS OF ANY COMMUNITY/VOLUNTEER WORK

Organisation	Position Held	Job Description	From	To

INTERESTS/HOBBIES:

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SUPPORTING STATEMENT (Please use a separate sheet): Please read the Job Description and Person Specification and give details of your experience, skills, abilities and additional information which you think would be useful in this job. (This may include spare time activities, unpaid work, voluntary work, languages spoken etc.)

When could you take up your duties if appointed?

Are you related to or have a close personal relationship with any Governor or member of staff of the school? **YES/NO**

If YES, please give details. (Failure to do so may lead to disqualification). Canvassing, directly or indirectly, will be treated as a disqualification. Under the terms of the Data Protection Act 1994, the information supplied will be treated in confidence, but may be used internally for other registered purposes.

Please state where you saw this post advertised:

RECRUITMENT POLICY: It is the school's policy to employ the best qualified personnel and provide Equal Opportunity for the development of employees and not to discriminate against any person because of gender, marital status, sexual orientation, race, colour, ethnic or national origin, religion, age, disability or social class.

I authorise Greenford High School to obtain references to support this application and release the School and referees from any liability caused by giving and receiving information.

DECLARATION: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I understand the appointment will be subject to the outcomes of police and medical checks.

Signed:

Date: