

Skoolkit

APPLICATION FORM

Post applying for:		Date of application:	
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General Details

Please complete in black ink. This information will be treated as confidential.

Title: Mr/Mrs/Miss/Ms	Surname:	Forenames:	
Preferred name (if different):		National Insurance No:	
Nationality:		If you do not have a National Insurance number, please attach documentary evidence of your eligibility to work in the UK.	
Do you need a work permit? If you already have a work permit, what date does it expire? (Please note that your current work permit may not be valid for this post.)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you hold a full clean driving licence		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If No, please give dates and details of current/pending endorsements, fines, charges and convictions:			
Address:		Home telephone number:	
Postcode:		Mobile telephone number:	
Email address:		Work telephone number:	

Do you suffer from any disability - as defined by the Disability Discrimination Act - which may have an adverse impact on your ability to carry out the job for which you are applying? (You do not need to disclose this information unless you wish to do so. However, failure to disclose relevant information may restrict our ability to accommodate your needs.)

When answering this question please note that, under the Disability Discrimination Act 1995, you are considered to be disabled if you have a mental or physical impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day to day activities.

How many days of sickness have you had in the past two years?

Criminal Convictions

Do you have any criminal convictions which are not excluded by the Rehabilitation of Offenders Act 1974?

YES / NO (please circle)

If YES, please provide details:

Work History

Employment details (starting with most recent job)

Dates from/to (Optional)	Name, nature of business and location of employer	Position held	Reason for leaving	Salary upon leaving

Skills and experience *(Please use a separate sheet of paper if necessary)*

Please give details of other relevant experience not previously mentioned, together with other skills such as IT skills, computer packages used, first aid or vocational work.

Qualifications

Academic/Professional Qualifications in date order (most recent first) Proof of professional qualifications will be required before appointment				
Dates from/to (Optional)	Name and address of school / college / university	Examination results		
		subject	level	grade

Courses

Dates from/to (Optional)	Course title and provider	Award and expiry date (if applicable)

Reason for application *(please use separate sheet of paper if necessary)*

Please set out below the main reasons for your application for this post and what you believe you would bring to it.

Referees

Please provide the details of two referees at least one of which should be your current/previous employer. Neither will be approached without your prior permission.

Name:

Company:

Position title:

Address:

Telephone No:

Name:

Company:

Position title:

Address:

Telephone No:

How did you hear about Skoolkit? If you responded to an advertisement please state publication details and title of advertisement.

When would you be available to join us?

I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process.

Signed _____

Date _____