



LAMBROOK

NURTURING
POTENTIAL
SINCE 1860

Employment Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Position applied for

Personal details

Title:

Surname:

First Names:

Previous Name(s):

Address:

Date of Birth:

National Insurance No:

Post Code:

Home telephone number:

Mobile number:

Email Address:

Education and Qualifications

Please give details of **Secondary** and **Further Education** including any A levels or equivalent vocational courses.

Dates (mm/yyyy) From To		College/other institution	Qualifications obtained and Grade/level

Please give details of any **Higher** Education and equivalent courses

Dates (mm/yyyy) From To		College/other institution	Qualifications obtained and Grade/level	Name of Awarding Body

Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application

Dates obtained	Qualifications obtained and Grade/level	Name of Awarding Body

Employment History

Please give details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet of necessary.

Present employment	
Job title:	Employer:
Current Salary:	Address:
Current Scale (if applicable):	
Employed From:	Employed To:
Please give a brief description of current duties, responsibilities and achievements	

Previous employment				
Dates (mm/yyyy)		Name of Employer	Job title and main responsibilities	Reason for leaving
From	To			

If there are any gaps in your employment or education history please explain them here

IT Skills

Training will be provided where required. Information given here will help us to plan training schemes.

Microsoft Office	Basic	Competent	High		Basic	Competent	High
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Referees

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (**Note:** If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

Name: _____ Position: _____
In what capacity do you know the referee:
Name of organisation:
Address: _____ Telephone Number: _____
Email: _____

Name: _____ Position: _____
In what capacity do you know the referee:
Name of organisation:
Address: _____ Telephone Number: _____
Email: _____

Please note that we will contact these referees if you are short listed for this post and seek reference before the interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the HR Manager on 01344 882717 to discuss the issues.

Personal statement

Using the person specification that you have been sent with in your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and your interest in the position.

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details:

Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). For these positions, you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound-over" or given a caution? **YES / NO**

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.

Declaration – please read carefully

For the purposes of the Data Protection Act 2018, I consent to the information contained in this form, and any information received by or on the behalf of Lambrook School relating to the subject matter of this form, being processed by them and administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed: _____ Dated: _____

Print Name: _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

**Please return to: HR Manager, Lambrook School, Winkfield Row, Bracknell, Berkshire, RG42 6LU
(amelia.sinclair@lambrookschool.co.uk)**

