



STAFF APPLICATION FORM CRANLEIGH SCHOOL

Position applied for:

NAME IN FULL:

TITLE: (*Mr/Mrs/
Miss/Ms/Other*)

ANY PREVIOUS NAMES:

ADDRESS: (permanent)

Daytime Telephone No: Mobile Telephone No: Email Address:

Address for Correspondence (if different from above)

Previous address (if resident at current address for less than 5 years)

Telephone No:

Telephone No:

National Insurance Number:

Do you have evidence of your entitlement to live and work in the UK?
Please delete as appropriate

YES	NO
(E.G. British Citizen Passport, Birth Certificate issued in UK or Republic of Ireland, European Economic Area Passport / ID)	

Do you require a Work Permit?

YES	NO
Date of expiry of permit held	

Nationality:

Place of Birth:

Date of Birth:

Sex:

Marital Status:

Do you drive?:

Have you applied for a job here before?
If YES, please give details:

Are you related to an existing employee
of Cranleigh School? If YES, please give
details.

How did you hear about this position?

Please give your reasons for
applying for this position:

EDUCATION: Give details of Secondary and subsequent education: (Please continue on a separate sheet if necessary)

School/College/University	Dates From - To	Examinations taken	Result

PROFESSIONAL QUALIFICATIONS:

Description	Awarding Body	Dates	Grade attained

TEACHING POSTS ONLY:

Please provide your DfES Number	<input type="text"/>	Do you have Qualified Teacher Status?	<input type="checkbox"/>
Are you registered with the Teaching Agency previously known as GTC?	<input type="text"/>		

EMPLOYMENT RECORD: (Please continue on a separate sheet if necessary)

Starting with your most recent, please list your previous employment and state if full or part-time. You may prefer to attach your curriculum vitae, however **please ensure you complete the reason for leaving column.** Please also provide where appropriate explanations for any periods not in employment, self employment or further education/training.

Cranleigh School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We may therefore verify reasons for leaving from your previous employers below as necessary.

Dates From - To	Name of Company and Address	Job Title and Description of Duties	Reason for Leaving

What is your current/most recent salary?
(please indicate if this is pro-rated)

What salary are you looking for?

OTHER DETAILS:

Please give details of
your leisure activities
and clubs or associations
to which you belong

REFEREES:

Please provide two referees, the first of whom must be your present/most recent employer or line manager. It is preferable not to have two referees from the same organisation if possible. Please indicate the referee's role and relationship to you (neither referee should be a relative or someone known to you solely as a friend).

	<i>Present/Most Recent Employer</i>	<i>Second Referee</i>
Name:		
Position:		
Role and relationship:		
Company:		
Address:		
Telephone:		
Email Address:		

When may we contact the above Referees?

Applicants should be aware that the school contacts referees to verify references received.

ADDITIONAL INFORMATION

Please use this space to add anything to your application which you feel may be relevant. Please include any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the position you have applied for.

DECLARATION:

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions, reprimands, final warnings and bind-overs, including those regarded as 'spent' must be declared. I confirm that I have not been disqualified from working with Children, am not named on the Children's Barred List and am not subject to any sanctions imposed by a regulatory body.

You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules – for further information, please see the document entitled 'Disclosure and Barring Service (DBS) Notes' on the School website:
<http://www.cranleigh.org/work-at-cranleigh/>

Please tick the appropriate box:

I have no court action pending, convictions, cautions, reprimands, final warnings or bind-overs

I have attached details of any court action pending, convictions, cautions, reprimands, final warnings or bind-overs in a sealed envelope marked 'confidential'

Cranleigh School adheres to the Data Protection Act 1998. In order for us to process your application fairly, information will be retained by the School if your application is successful. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months, however you have the right to object to us keeping this information. All information is kept confidential. We never pass on your details to third parties unconnected with the School, except where required by law. Signing here indicates that you have read this statement, and are happy for the School to use and process the information given on this form for the purposes described.

In accordance with regulatory guidelines, Cranleigh School is required to verify medical fitness of anyone appointed to a post at the School, therefore, if your application is successful and after an offer of employment has been made, you will be required to complete a medical questionnaire.

I declare that the facts and information contained in this application are correct to the best of my knowledge and belief. I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after an appointment) summary dismissal and may amount to a criminal offence.

Signed:

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by Cranleigh School will be deemed equivalent to submission of a signed version and will constitute confirmation of this declaration.

Please return this application form to:

**Personnel Office
Cranleigh School
Horseshoe Lane
Cranleigh
Surrey GU6 8QQ**

recruiting@cranleigh.org