



# St Albans Girls' School

Specialist Business and Enterprise Academy

Post Applied for: .....

## PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

For guidance on completing this form, please look at the **Guidance Notes – Support Staff** document

### PERSONAL DETAILS (block capitals please)

Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname:
Home Address:	Date of Birth:
	Email:
	Telephone (Home)
	Telephone (Work)
Post Code:	Telephone (Mobile)

### CURRENT OR MOST RECENT EMPLOYMENT (if applicable)

Employer's Name:		
Department/Section:		
Address:		
Job Held:	Grade:	Salary:
Date Started:	Are you still employed? Yes/No.	
If YES, amount of notice required	or, if NO, the date employment ended:	

### Brief description of the main duties of your job: (if applicable)

--

### PREVIOUS EMPLOYMENT DETAILS (if applicable)

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

From	To	Name and Address of Employer	Job Title	Reason for Leaving

## EDUCATION/QUALIFICATIONS

Please give details of your education including any professional qualifications, starting with the most recent attained

Dates Attended From / To	Name(s) and Address(es) of Secondary School/College/ University or other	Qualifications gained (State:level/grade/date achieved)

## REFERENCES

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer or a professional ie current school teacher, lecturer, lawyer or doctor, someone professional.**

<b>1) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>2) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

**CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

From 1<sup>st</sup> December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

**THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

**DATA PROTECTION**

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

For further information, please see our privacy notice for school workforce on our website.

**DECLARATION**

I certify that the information given above and overleaf is correct to the best of my knowledge.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

**Signature:****Date:**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)