

Application Form

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Post Applied for: _____

Complete the application form electronically or using black ink.

Please return the completed application form to
Le-Anne Barber
The Webber Independent School
Soskin Drive
Stantonbury Fields
Milton Keynes
MK14 6DP

1. PERSONAL DETAILS

Family Name

First Names

Title

Address

Post code

Telephone numbers

Home

Mobile

E-mail

Current Driving Licence and details of
endorsements if any

2. EDUCATION			
Schools attended (most recent first)	Dates (approx)		Examinations (subjects/grades)
	From	To	
Further education and training	From	To	Examinations (subjects/grades)

3. EMPLOYMENT (Please provide explanation for any gaps in employment)					
EMPLOYERS DETAILS	DATES OF EMPLOYMENT	CONTACT DETAILS	JOB TITLE	REASON FOR LEAVING	FINAL SALARY

4. RECENT TRAINING

DATES	Title

5. GENERAL

Have you ever been convicted of a criminal offence? (Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974.

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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In certain circumstances, employment is dependent upon obtaining a satisfactory disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

Have you ever been subject to disciplinary procedures?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Membership of professional organisation(s)

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DCFS Number
GTC Number

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If offered this position will you continue to work in any other capacity? E.g. school governor (Give details)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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6. PECUNIARY INTEREST

Are you related to anyone employed by GEMS?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you related to any pupil or member of staff?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, please give details

7. WORK PERMITS

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes No

If yes to the above, are there any factors that would restrict your ability to obtain a valid work permit? Give details

Yes No

8. LANGUAGES

Do you speak or read a foreign language? Give details of competence level.

Yes No

9. DISABILITY

Are you registered disabled?
If yes, please give disability number.

Yes No

Disability Number:

10. LEISURE/NON WORK ACTIVITIES

Please note here your leisure interests, sports and hobbies, other non-work activities

11. REFERENCES (Please give the contact details for 2 Referees)

Recent Employer

Other

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GEMS is committed to safeguarding and promoting the welfare of children and young people.

I confirm that the information given on this form is, to the best of my knowledge, true and complete and that I have not signed a compromise agreement when leaving my last post. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

I agree to complete a medical questionnaire and that GEMS reserves the right to require me to undergo a medical examination. Should the company require further information and wish to contact your doctor with a view to obtaining a medical report, you will be informed of this intention and your permission will be requested prior to contacting your doctor. I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and I understand that the information will be processed in accordance with the Data Protection Act.

I agree that should I be successful in this application, I will be required to apply to the Criminal Records Bureau/Scottish Criminal Records Office for the appropriate level of disclosure. I also agree to provide any information relating to criminal convictions of anyone living at my address. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of GEMS, any offer of employment will be withdrawn or my employment terminated.

I confirm that I have not been disqualified from caring for children and young persons as set out in the Disqualification from Caring for Children (England) 2002 Regulations and List 99 and there are no current or anticipated proceedings by my regulatory body.

Signature

Date

Please enclose a current CV and covering letter with this application