



ST. JAMES' SCHOOL

CONFIDENTIAL APPLICATION FORM

Position applied for _____

i. PERSONAL DETAILS

Surname:		First Name(s):	
Previous Surname:		Title:	
Current Address:			
Postcode:			
Email:			
Date of Birth: / /		Home telephone:	
NI Number:		Mobile:	

Are you related to any Elected Member of the Council/Member of the Governing Body/Senior Officer of the Council/Employee of this Organisation? Yes No

If yes, please give full details

ii. Education and Qualifications

Please give details of secondary and further education including any 'A' levels or equivalent vocational courses.

Dates attended from (mm/yy)	To (mm/yy)	Name of school / College / other institution	Qualifications obtained and Grade/level





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iii. Employment history

Please complete, starting with current or most recent employer. Continue on a separate sheet if necessary.

Dates employed from (mm/yy)	To (mm/yy)	Name employer	Job title and key responsibilities	Reason for Leaving

If there are any gaps in your employment or education, please explain here.





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iv. References

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. (N.B. If you are not currently working with children but have so in the past the second referee should be the employer by whom you were most recently employed in work with children (if applicable). References will not be accepted by relatives, or persons who only know you as a friend.

Name:

Position:

In what capacity do you know the referee?

Name of the organisation:

Address:

Telephone number:

Name:

Position:

In what capacity do you know the referee?

Name of the organisation:

Address:

Telephone number:

Name:

Position:

In what capacity do you know the referee?

Name of the organisation:

Address:

Telephone number:

Name:

Position:

In what capacity do you know the referee?

Name of the organisation:

Address:

Telephone number:

Please note that we will contact the above referees if you are short listed for this post and seek reference before 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 subjected to. If you have any concerns about this please contact Becky Fisher on 01472 503273 to discuss these issues.

