



COLFE'S
SCHOOL

Headmaster: Richard Russell MA (Cantab.)

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Employment Application Form

Personal Information			
Surname:		Mr/Mrs/Miss/Ms/Other	
First name:		Middle name:	
Address:			
Telephone:			
Email address:			
DfE Ref No (for teaching applications):			
Place of Birth:			

Education			
Schools:			
GCSE results:			
A level results:			
University (college):		From:	To:
Degree:			
Further Degrees and Qualifications:			

Full Employment History

Include all employment, self-employment and periods of unemployment since the age of 18 as well as any unremunerated activities, e.g. unpaid voluntary work. Please provide details in chronological order, beginning with the most recent. Continue on a separate sheet if required

Present Employer: Address:		
Dates	From:	To:
Position Held:		
Main areas of responsibility:		
Present Salary:		
Reason for Leaving:		

Employment History

Previous Employer: Address:		
Dates	From:	To:
Position Held:		
Main areas of responsibility:		
Present Salary:		
Reason for Leaving:		

Employment History

Previous Employer: Address:		
Dates	From:	To:
Position Held:		
Main areas of responsibility:		
Present Salary:		
Reason for Leaving:		

General Information

Details of further training:	
Other relevant qualifications:	
Hobbies/interests:	

References

Please give name of two referees: one from your present employer, who will not be contacted without your permission, the other from a previous employer whom we can contact (if you are a school/college leaver, please give the **names, addresses and e-mail addresses** of two people who are able to supply a character reference and who are not your relatives)

Referee 1)	Referee 2)
Name:	
Status:	Status:
Address:	Address:
Tel:	Tel:
E-mail address:	E-mail address:

Declaration

Failure to disclose any criminal offences could lead either to your application being rejected or - if appointed - to dismissal if it is subsequently learned that you have had any criminal convictions, subject to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975.

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations. The job for which you are applying is included in the excepted types of employment under the above Order. Therefore, it is necessary for you to disclose all criminal convictions. You are not entitled to withhold information on spent convictions.

1. Have you been convicted of any criminal offence?

Yes/No

If yes, please give details of conviction(s) and dates:

2. Have you been charged with any offence, which has not yet been brought to trial?

Yes/No

If yes, please give details of the charge and date of hearing (if known):

I CONFIRM THAT THE ABOVE INFORMATION IS CORRECT AND UNDERSTAND THAT ANY FALSE DETAILS GIVEN MAY RESULT IN MY DISMISSAL.

Signature

Date
