



**CONFIDENTIAL**

# CALDEW SCHOOL

Dalston, Carlisle, Cumbria, CA5 7NN  
Tel. 01228 710044 Fax 01228 710390  
E Mail – [office@caldew.cumbria.sch.uk](mailto:office@caldew.cumbria.sch.uk)

## APPLICATION FORM

### Notes

1. This form will not be accepted unless all sections are completed. Please mark any sections not relevant 'N/A'. Should there be insufficient space for all your details, please feel free to continue on a separate sheet of paper. Curriculum Vitae's will not be accepted.
2. Before completing each section, please read the relevant note.
3. Signing the form implies agreement and acceptance of the notes on this form.
4. If required, this form can be made available in alternative formats.
5. The completed form should be returned or emailed for the attention of Miss H Vasilic, HR Administrator.

**Position applied for:**

### PERSONAL DETAILS:

This section will be separated on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

1	Surname: Forename (s): Title: Previous Surname(s):	
2	Address for correspondence:  Postcode:	
3	Telephone No: Mobile No: E-mail:	
4	Date of Birth: Place of Birth:	
5	National Insurance No:	
6	Date available for duty if appointed:	
7	Do you have a current full driving licence?	Yes No
8	Have you ever been barred or restricted from working with children or been subject to an investigation?	Yes* No
9	Are you related to, or have a close personal relationship with, any pupil, employee or governor of Caldew School?	Yes** No
10	Are you subject to any legal restrictions in respect of your employment in the UK?	Yes** No
11	Do you require a work permit?	Yes** No
12	Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes** No
* If you have replied Yes to questions 8, please give details separately as a 'Confidential' note.		
** If you have replied Yes to questions 9-12, please provide details separately		



**STUDY, QUALIFICATIONS, COURSES ATTENDED:**

SECONDARY EDUCATION Names of Secondary School attended	From	To

QUALIFICATIONS GAINED

COLLEGE/UNIVERSITY ATTENDED	FT/PT	From	To

QUALIFICATIONS GAINED	Classification (where appropriate)	Date of Award	Main and Subsidiary Subjects

OTHER COURSES AND IN-SERVICE TRAINING ATTENDED Title of course/name or organising body			

**OTHER PROFESSIONAL, INDUSTRIAL, COMMERCIAL, RESEARCH EXPERIENCE:**

NAME AND ADDRESS OF EMPLOYER	NATURE OF EMPLOYMENT	FT/PT	From	To

**OTHER INTERESTS, HOBBIES ETC**

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**REFERENCES**

You are requested to provide the names and addresses of two referees who can provide an employment reference, one of whom should be your current or most recent employer. If you are not currently working with children, but have previously done so, then please provide a referee from your most recent employment involving children. If still in school or just completed full time education, one referee should be from your school.

Referees will be asked about any current disciplinary record and, if appropriate, any disciplinary record relating to children which may include matters which are 'time expired' (that is where a warning could no longer be take into account in any new disciplinary hearing for example), and whether you have been the subject of any child protection concerns.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

References will be sought prior to interview unless you advise otherwise.

Title and Name: Address:  Post Code:  Telephone No: E-mail: Job Title: Relationship to applicant:	
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Have you ever been convicted of a criminal offence?	Yes	No
You should declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had, whether spent or not.		

You will appreciate that the School must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, and the Police Act 1997 as amended by Part V of the Protection of Children Act 1999. The fact that conviction/caution(s) have been reported against you will not necessarily debar you from consideration for this appointment.

You must, therefore, answer the above question on the application form. If the answer is "yes", you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the Governors.

A copy of this note will be sent to your referees.

I certify to the best of my knowledge and belief the information given on this form and any documents accompanying it is correct. I understand and accept that providing false information is a disciplinary matter and may result in summary dismissal and referral to the relevant authorities. I understand that checks may be carried out to verify the contents of my application form.

Signature of Applicant:	Date
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Additional Notes

1. In accordance with the recommendations for the Home Office, all successful candidates for post where there is to be contact with children, will be the subject of a request to the Criminal Records Bureau which provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). The disclosure will also contain details from lists held by the Department of Health and the Department for Children, Schools and Families. An enhanced disclosure may also contain information held by local police forces.
2. Candidates recommended for appointment will be required to complete a medical declaration and may be required to undergo a medical examination.
3. Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.
4. On the grounds of economy it is not normally practicable to acknowledge receipt of application forms.
5. Canvassing a governor, directly or indirectly, will disqualify the application.

Please sign below to confirm your agreement of the above notes:

Signature of Applicant:	Date
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