



NORWICH SCHOOL

Application Form

Please enclose a Curriculum Vitae and hand-written letter of application.

This form should be completed in full even if, in so doing, elements of the C.V. are repeated.

Post _____

Title _____ Surname _____

Forenames _____

Former Name _____

Address _____

_____ Postcode _____

Daytime tel. no. _____ Evening tel. no. _____

Mobile no. _____

E-mail address _____

Current Employment – *please include starting date, positions and responsibilities*

Career History Summary – *please include dates, key positions and responsibilities*

Summary of Education

Academic & Professional Qualifications – Awarding Body and Date of Award *(If your application is successful you will be asked to provide documentary evidence of your qualifications)*

Interests

Please give details of 3 referees. One should be your current or most recent employer:

(We shall assume that references may be taken up prior to an offer of employment being made – unless you indicate otherwise)

Name _____

Address _____

Postcode _____ Telephone no(s) _____

Relationship _____

Name _____

Address _____

Postcode _____ Telephone no(s) _____

Relationship _____

Name _____

Address _____

Postcode _____ Telephone no(s) _____

Relationship _____

/

General

Do you hold a current driving licence? Yes / No (*delete as appropriate*) Points on licence:

Is it a full / provisional / LGV / PCV licence? (*delete as appropriate*)

Are there any special arrangements you might require to attend an interview?

If so, please state _____

Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of the School?

If so, please provide details: _____

UK Residence

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? If Yes, please provide details:

If your application is successful, would you require a work permit prior to taking up employment?

Data Protection Statement

By signing the application form you are agreeing to the use and processing of personal data in accordance with the School's registration with the office of the Information Commissioner under the Data Protection Act.

Declaration

I am aware that Norwich School applies for an enhanced disclosure from the Criminal Records Bureau as well as other statutory reports from the Independent Safeguarding Authority on its employees. My signature below indicates that I give my permission for the School to proceed accordingly.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

I declare that I have not been disqualified from working with children, and that I am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council).

Further, I declare that (*delete as appropriate*),

Either

- ◆ I have no convictions, cautions or bind-overs; **OR**
- ◆ I attach details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

I declare that the information I give in this application is accurate, complete and true. I understand that providing misleading, inaccurate or incomplete information will disqualify me from the appointment or, if appointed, may result in my immediate dismissal without notice.

Signature:

Date:



NORWICH SCHOOL

EQUAL OPPORTUNITIES MONITORING

This section of the application form will be detached and will be used solely for monitoring purposes. Norwich School recognises the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White:			
<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any other white background *	
Mixed:			
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any other mixed background *
Black or Black British:			
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other Black background *	
Asian or Asian British:			
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Asian background *
Chinese or Other Ethnic Group			
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Ethnic Group *		
* Please specify			
Gender – please specify:			
Date of birth (dd/mm/yy):			
The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”.			
Do you consider yourself to have a disability?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If ‘Yes’, please state nature of disability:			
If you wish, you may disclose information about yourself in this section about your:			
Religion:			
Sexual orientation:			
How did you become aware of this vacancy?			
Media:			Date: