



# CENTRAL FOUNDATION BOYS' SCHOOL

Cowper Street, London EC2A 4SH

## Application Form for Employment

<b>Job applied for</b>	
<b>Closing Date</b>	

**Please read the guidance notes before completing this form.**  
Write clearly in black ink/type as this form will be photocopied.

### Personal Details

Surname/current family name .....

Forenames ..... Title .....

Address .....

..... Postcode .....

Tel: Home ..... Email address (home) .....

Tel: Daytime ..... Email address (work) .....

Tel: Mobile .....

Do you require a work permit to take up employment in the UK Yes  No

National Insurance Number .....

Are you applying for this post as a job share? Yes  No

### Present or Most Recent Employment

Name and address of employer .....

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..... Postcode .....

Tel ..... Fax ..... Email .....

Post held ..... Grade/spine point .....

Basic salary per annum £ ..... Allowances .....

Date started ..... Until ..... Notice required .....

Brief description of duties .....

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## References

Please give names and addresses of two people who can verify your employment record and can provide an assessment of your suitability for this post. If you have not been in paid employment, give the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Name .....

Job Title .....

Address .....

.....

Postcode .....

Tel .....

Fax .....

Email .....

Employment dates from ..... to .....

.....

Name .....

Job Title .....

Address .....

.....

Postcode .....

Tel .....

Fax .....

Email .....

Employment dates from ..... to .....

***REFEREES WILL BE CONTACTED BEFORE THE INTERVIEW***

## Previous Employment

**Teachers should fill in Appendix A with their current and previous employment.**

Start with the most recent and list details of employment since leaving full time education. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

Employer's name and address	From	To	Job Title

Please continue on a separate sheet if necessary

# Education, Qualifications and Training

## Secondary/Further

From	To	Qualification results with grades	School/College/University

## Academic/Professional

From	To	Qualification results with grades	School/College/University

## Other training course attended - including short, in-service training

From	To	Qualification results with grades	School/College/University

## Other qualifications, membership of professional bodies

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Please continue on a separate sheet if necessary

## Personal Statement

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the person specification. Explain what you have to offer in terms of your experience, skills and knowledge gained in relevant unpaid or voluntary work, study or training. If you do not send us this statement, you will not be considered for interview.

Before writing your statement refer to the guidance notes attached to this application form.

## Relatives and Other Interests

Are you related to, or do you have a personal relationship with an Employee of the School, London Borough of Islington or a Councillor?

Yes  No

If yes, please give name .....

Department..... Relationship .....

## Additional Information

We may be able to make reasonable provisions for people with a disability. If there is any special help that you may require at the interview, please detail below e.g. sign language interpreter, wheelchair access.

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## Disclosure of a Criminal Record

**A copy of the CFBS policy on the employment of ex-offenders is enclosed.**

The Rehabilitation of Offenders 1974(Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people **must** disclose **any** criminal record.

If your application is successful, you are required to make these disclosures and consent to HR@Islington on behalf of the school, verifying the accuracy of your response with the Disclosure & Barring Service.

All disclosures of a criminal record are strictly confidential. Checks are made only in connection with your application for employment with children and for no other purpose.

Disclosure of a criminal record will not necessarily debar you from employment with Central Foundation Boys' School, this will depend upon the nature of the offence(s), frequency and when they occurred.

If you require further information, please contact the Headteacher on 02070173021. Any offer of employment will not be confirmed where there is a failure to give relevant information.

**Do you have a criminal record**

Yes

No

If **Yes**, in the event of you being selected for this post, you will be required to give full details of your criminal record, in confidence, to the Headteacher prior to completing an application for a criminal record check with the Disclosure & Barring Service.

**Applicants should note that providing false information to obtain employment is a criminal offence.**

## Declaration

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information which I give on this application form may be processed in accordance with Central Foundation Boys' School's registration under the Data Protection Act 1998.

Signed .....Date .....

Name in block capitals .....