

Royal School, Wolverhampton

Safer Recruitment Pack

Application Form

NAME :

POST APPLIED FOR : **CCF** Officer Commanding (Army Section)

Application Form

Section 1 – Personal details		
Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Former name:		Preferred name:
Address:	National Insurance number:	
	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:	
Telephone number(s): Home: Work: Mobile:		
Email address:		
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details.		

Section 2 – Education

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
	From: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										
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Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 – Previous employment and/or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving
From: dd/mm/yy			
<input style="width: 20px; height: 20px;" type="text"/> /			
To: dd/mm/yy			
<input style="width: 20px; height: 20px;" type="text"/> /			
From: dd/mm/yy			
<input style="width: 20px; height: 20px;" type="text"/> /			
To: dd/mm/yy			
<input style="width: 20px; height: 20px;" type="text"/> /			
From: dd/mm/yy			
<input style="width: 20px; height: 20px;" type="text"/> /			
To: dd/mm/yy			
<input style="width: 20px; height: 20px;" type="text"/> /			

Section 6 - Gaps in your employment

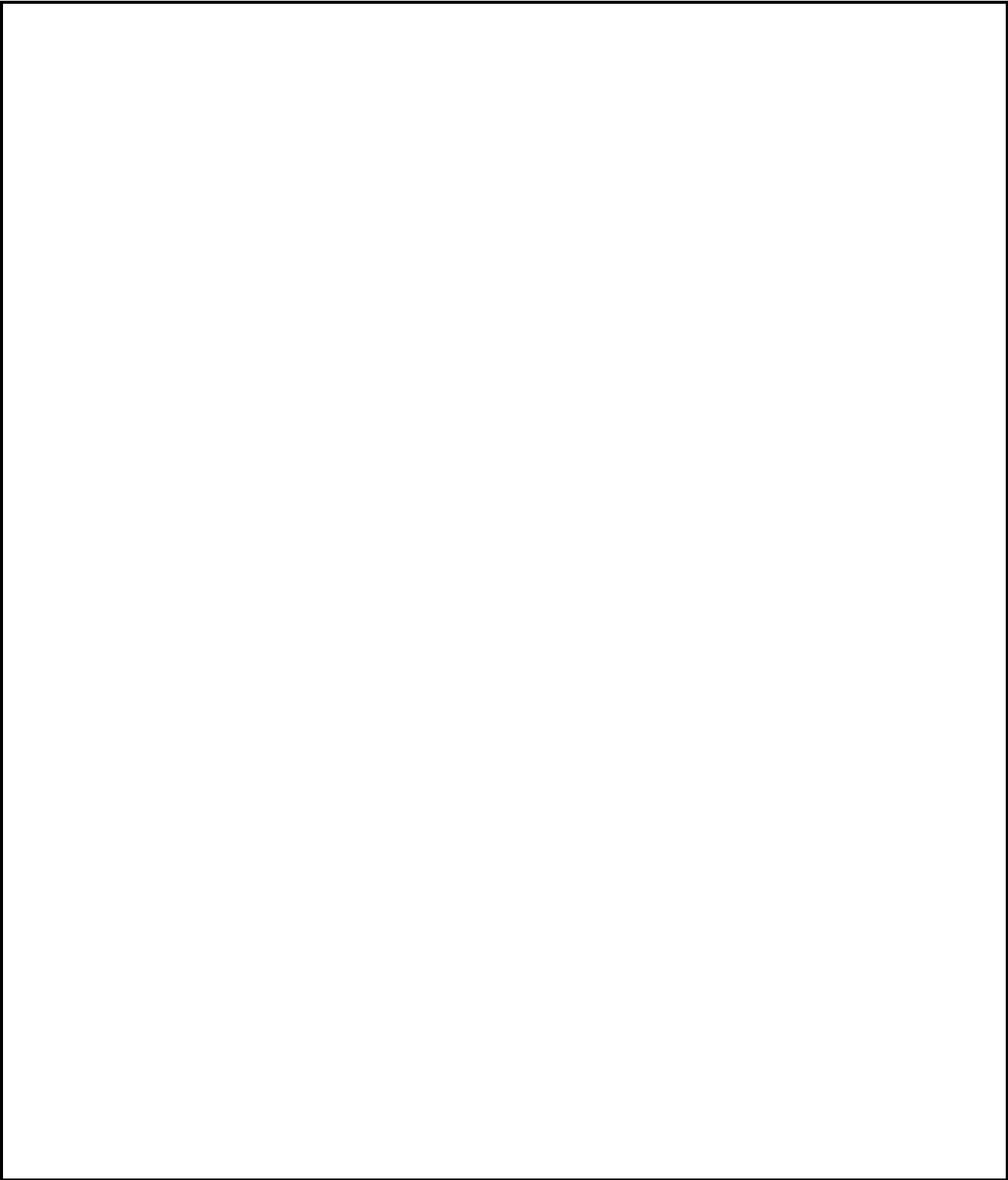
If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Section 7 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

Section 8 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position.



Section 9 – Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the CRB which the School considers to be satisfactory. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

[The successful candidate must be ISA registered, or prepared to apply for ISA registration.]

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email:	Email:

