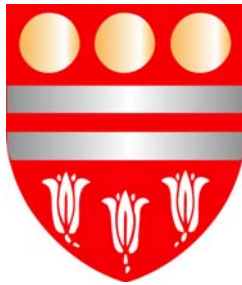


Surname (block capitals)
Title and Initials



**SUMMER FIELDS
OXFORD**

APPLICATION FOR EMPLOYMENT

Title of post advertised

Personal Details		Salary Expectation:		
Title:		Forenames:		
Surname:		Known as:		
Address:		Phone numbers:		
		Home :		
		Mobile:		
Post code:		Please indicate preferred daytime contact number: Home / Mobile		
At current address since: (month) (year) <i>(You will be required to provide a 5-year address history to apply for a CRB Enhanced Disclosure).</i>				
Email:		N.I. number:		
Do you need a work permit or visa to work in the UK? Yes / No				
If yes, please provide details.				
<u>Education and Professional Qualifications</u>				
Please summarise your secondary education, give details of your further education, and any professional qualifications. <i>(Evidence of qualifications may be requested).</i>				
School/College/University	From:	To:	Examinations	Result/ Qualification
Training: Please give details of relevant courses attended and details of any awards earned.				
Course Title	Provider	Duration & Dates	Award	

Employment History

List below your current and most recent employment, in chronological order, beginning with your most recent. Please provide reasons for any gaps in employment.

Current employment notice period:		Job Title:	
Name and address of employer:		Describe your role:	
Post code:	From: mm/yy	To: mm/yy	Salary:

Reason for leaving / application:

Previous employment		Job Title:	
Name and address of employer:		Describe your role:	
Post code:	From: mm/yy	To: mm/yy	Salary:

Reason for leaving:

Previous employment		Job Title:	
Name and address of employer:		Describe your role:	
Post code:	From: mm/yy	To: mm/yy	Salary:

Reason for leaving:

Previous employment		Job Title:	
Name and address of employer:		Describe your role:	
Post code:	From: mm/yy	To: mm/yy	Salary:

Reason for leaving:

Please continue on a separate sheet if necessary to give a full employment history.

Personal statement

Please summarise the skills, experience and personal qualities you would bring to the School, how they relate to the post you have applied for, and why you are interested in this post.

Voluntary and extra-curricular activities / interests

Please tell us about any voluntary work, and/or extra-curricular activities / interests.

Other Employment

Please tell us about any form of employment (paid or otherwise) or duties that you would wish to continue alongside this post. Estimate the hours per week/month taken.

Do you have a current driving licence? Yes / No

Please give details of any endorsements:

Health

The School is an equal opportunities employer and welcomes applications from disabled candidates. The following questions are to ensure we comply with our obligations under Disability Discrimination legislation, and for this purpose, a disability is defined as a physical or mental impairment which has a substantial or long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled? Yes / No

Please specify any special arrangements for work associated with any impairment:

Please specify any special arrangements you will need to attend interview:

In accordance with guidance published by the DCSF, any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire.

How many days sickness absence have you had in the last 2 years?

On how many occasions?

Do you believe that you are medically fit to carry out the duties of the post?

References

Please supply the names and contact details of 3 people who we may contact for references. One of these must be your current or most recent employer. No referee should be a relative or someone known to you solely as a friend. The School will take up references from all shortlisted candidates and any offer of employment will be conditional upon the School receiving satisfactory references.

Referee 1 May we contact prior to interview? Yes / No

Name & position	Contact details	Dates known	In what connection known?
	Post Code:		
Telephone:		E-mail:	

Referee 2 May we contact prior to interview? Yes / No

Name & position	Contact details	Dates known	In what connection known
	Post Code:		
Telephone:		E-mail:	

Referee 3 May we contact prior to interview? Yes / No

Name & position	Contact details	Dates known	In what connection known
	Post Code:		
Telephone:		E-mail:	

Criminal Record

Summer Fields is committed to safeguarding and promoting the welfare of children. Any offer of employment is conditional upon the School receiving a satisfactory Enhanced Disclosure from the CRB. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau. The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act). If you have a criminal record this will not automatically debar you from employment.

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

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

If "yes" to either, provide details on a separate sheet in a sealed envelope marked "confidential" with your application form.

Candidate's Declaration

- I confirm that the above information is complete, that any untrue or misleading information may render this application and any subsequent employment invalid and subject to summary termination.
- I have not been disqualified from working with children; am not named on DCSF List 99 or the Protection of Children Act List; am not subject to any sanctions imposed by a regulatory body.
- I declare I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post.
- I understand that any offer of employment made by the school will be conditional on verification of medical fitness.

Signed:

Date: