



Please return complete and return to:
Ms C Westmacott
PA to the Headmasters
Ludgrove
Wokingham
Berkshire RG40 3AB

Ludgrove School Trust Limited

TEACHING STAFF APPLICATION FORM

(Please attach a handwritten letter of application and CV)

Please complete in CAPITAL LETTERS

POSITION APPLIED FOR:

PERSONAL DETAILS	
<u>SURNAME</u>	<u>TITLE</u>
<u>FIRST NAME(S)</u>	
<u>FORMER SURNAME(S)</u> (eg maiden name or previous change of name)	
<u>ADDRESS</u>	
POSTCODE:	
HOME TELEPHONE:	MOBILE:
EMAIL:	
<u>NATIONAL INSURANCE NUMBER</u>	
<u>ELIGIBILITY TO WORK IN THE UK</u>	
Are you currently eligible to work in the UK?	YES/NO
PLEASE INDICATE IF YOU KNOW ANY EXISTING EMPLOYEES OR GOVERNORS AT THE SCHOOL AND IF SO HOW YOU KNOW THEM:	

EDUCATION

Please provide a chronological list of secondary and further education including start and end dates and the grades/qualifications gained.

Name of school/college/university	Dates attended	Subject (s)	Qualifications gained (with grades if appropriate)

EMPLOYMENT HISTORY

Please list, in reverse chronological order starting with your present/most recent employer, all employment, self-employment and any periods of unemployment since leaving education. Provide, where appropriate, explanations for any period not in employment or self-employment, and in each case any reasons for leaving.

Name & Address	Position held	Dates of employment

Date available to start employment:

Duties & responsibilities of your present/most recent position. State you reasons for leaving.

PREVIOUS EMPLOYMENT
(continue on separate sheet if necessary)

Name & address of employer	Position held	Dates	Reason for leaving

ADDITIONAL INFORMATION

Please give any additional information, which you feel may support your application, including details of appropriate experience, skills and knowledge. In providing this information you should bear in mind the requirements of the post which are detailed in the job description and describe what attributes you feel you could bring to this post.

REFEREES

Please provide details of two referees. One should be your current or most recent employer. Please note references will not be accepted from relatives or from referees writing solely in the capacity of friends.

<u>NAME</u>	<u>NAME</u>
<u>ADDRESS</u>	<u>ADDRESS</u>
<u>TELEPHONE NUMBER</u>	<u>TELEPHONE NUMBER</u>
<u>EMAIL</u>	<u>EMAIL</u>
<u>RELATIONSHIP TO REFEREE</u>	<u>RELATIONSHIP TO REFEREE</u>
May we contact before interview? YES/NO	May we contact before interview? YES/NO

DECLARATION

Rehabilitation of Offenders Act—1974: Applicants are advised that posts at Ludgrove are exempt from the Rehabilitation Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ **must be disclosed.** Please attach details on a separate sheet.

Disability Information Act—1995: In the event that you are selected for interview you will be asked if you have any requirements in respect of any disability that we need to be aware of in order to support you at your interview.

If employed by Ludgrove School Trust Ltd you will need to provide evidence that you are entitled to work in the UK under Section 8 of the Asylum and Immigration Act 1996.

Criminal Records Bureau - successful applicants will be submitted to the CRB for Enhanced Disclosure. Any disclosure will be completely confidential and will be considered only in relation to this appointment.

Do you authorise us to obtain any necessary information from the CRB in connection with this application? Y/N

Have you ever been convicted in a Court of Law and/or cautioned or been bound-over in respect of any offence? Y/N

Are you disqualified for any reason from working with children? Y/N

If you have answered Yes to any of the above questions please provide full details.

List 99/ Protection of Children Act list - I confirm that I am not registered on either list as a person disqualified from working with children, or subject to sanctions imposed by a regulatory body. Y/N

Signature

Date