



CONFIDENTIAL

JOB APPLICATION



Post Title: Executive Business Manager	Please return form to: businessmanager@nettlestoneprimaryschool.c o.uk
Post Ref No:	
Directorate/Location: Federation of Nettlestone & Newchurch Primary Schools	

Please complete this form clearly in black ink or type. Please do not send a CV (curriculum vitae) as an alternative to completing any section of the form. Additional sheets of paper may be attached if you run out of space.

Personal Details	
◆ Surname:	◆ National Insurance Number:
◆ Forename:	◆ Home Telephone:
◆ Mr/Ms/preferred title:	◆ Work Telephone:
◆ Address:	◆ Mobile Telephone:
◆ Post Code:	◆ Email Address:
	May we use this email address to contact you about the recruitment process? Yes <input type="checkbox"/> No <input type="checkbox"/>

Present Appointment
◆ Post held:
◆ Employer:
◆ Date of appointment:
◆ Present salary/wage:
◆ Period of notice required:

Previous employment (please show employment history for at least previous 3 years and account for any gaps)				
From	To	Position Held	Employer	Reason for Leaving

Details of Education and Training	
School, college or university and dates attended:	Course, qualification, and the results achieved (you will be required to provide evidence of your qualifications):
Please tell us about any other training you have undertaken in the last 5 years and your current membership of professional institutions:	

<p>◆ Are you a social worker registered with the General Social Care Council?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please give your registration number:</p>

Further Personal Details	
<p><i>It is the Council's policy to interview disabled candidates who meet the essential requirements of the post. For this reason it is necessary to ask:</i></p> <p>◆ Do you class yourself as disabled under the terms of the Equality Act 2010?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><i>The Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.</i></p> <p>Should you require any special arrangements for interview or any other part of the selection procedure, please let us know:</p>	<p>◆ Do you hold a current full UK driving license?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	<p>◆ Do you own a car/motor vehicle?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><i>(this will only be considered where transport is required for the post)</i></p>

Additional Information
<p>Please supply more information to help us assess your suitability for the post, including current and previous experience (this may include experience outside employment) and relevant skills and competencies. Continue on a separate sheet if you wish. Tell us why you are applying for this job and what you could bring to it:</p>

Data Protection Act

Information from this application will be processed in accordance with the Data Protection Act 1998 for the purposes registered by the Council under its notification to the Information Commissioner. Individuals have the right of access to their own personal data in accordance with the Data Protection principles.

Important Monitoring Information	
<p>◆ Are you related to any Councillor or Senior Officer of the Authority or their partner?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>◆ If so please give details:</p>	<p>◆ Where did you see this post advertised?</p>
<p>Asylum & Immigration Act 1996</p> <p>◆ Are you legally eligible to work in the UK?</p>	

Yes
No

◆ Do you have any restrictions on taking up employment in the UK?

Yes
No

Please supply details of restrictions if you answered yes to the last question:

Declaration of Criminal Offences form

It is essential that you complete and return the enclosed form. Please read it carefully so that you are clear about what you need to declare and whether a Criminal Records Disclosure will also be required.

Equality Monitoring

Please complete the enclosed form and return it with your application.

References

For all posts

We require the names and contact details of two referees, one must be your present or most recent employer. We reserve the right to take up a reference from any previous employer.

For any post working with children or vulnerable adults

If you have worked with children/young people or vulnerable adults before but are not currently doing so, one referee must be the employer you were most recently employed by working with the client group concerned.

Reference 1	Reference 2
Name:	Name:
Address:	Address:
Job Title:	Job Title:
Relationship:	Relationship:
Telephone Number:	Telephone Number:
Fax number:	Fax number:
Email Address:	Email Address:

I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

CS218

Signature:

Date: / /