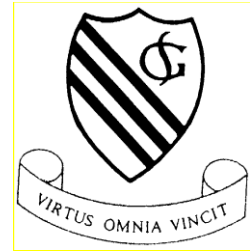


Goodwyn School

Hammers Lane, Mill Hill, London NW7 4DB.
Telephone: 020 8959 3756 Fax: 020 8906 8961
Email: admin@goodwyn.barnet.sch.uk
Website: www.goodwyn-school.co.uk



APPLICATION FORM

CONFIDENTIAL

POSITION APPLIED FOR: TEACHING ASSISTANT

PLEASE COMPLETE THIS FORM BY HAND IN BLACK INK AND RETURN TO:
MR S W E ROBERTSON, PRINCIPAL, GOODWYN SCHOOL, HAMMERS LANE, MILL HILL, LONDON NW7 4DB

TITLE:

ADDRESS:

SURNAME:

.....
.....

FORENAMES:

.....

TELEPHONE NUMBERS:

POST CODE:

HOME:

PLACE OF BIRTH:

DAYTIME:

MOBILE:

N.I. NUMBER:

EMAIL:

PRESENT SALARY:

NATIONALITY:

MARITAL STATUS:

ANY DEPENDANTS:

.....
.....
.....
.....

EDUCATION AND QUALIFICATIONS

SECONDARY EDUCATION:
(NAME OF SCHOOL)

DATES
FROM - TO

EXAMINATIONS PASSED
AND GRADES

FURTHER EDUCATION:
(COLLEGE / UNIVERSITY)

DATES
FROM - TO

SUBJECTS
AND RESULTS

ANY OTHER COLLEGES:
(INCLUDE EVENING CLASSES
AND ANY IN-SERVICE
TRAINING)

DATES
FROM - TO

COURSE DETAILS
AND RESULTS

EMPLOYMENT HISTORY

PRESENT EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS:	DATES FROM -	REASONS FOR LEAVING
.....		
.....		
.....		
.....		

TELEPHONE NO:

POSITION HELD:

DUTIES AND RESPONSIBILITIES:

PREVIOUS EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS:	DATES FROM - TO	REASONS FOR LEAVING
.....		
.....		
.....		
.....		

TELEPHONE NO:

POSITION HELD:

DUTIES AND RESPONSIBILITIES:

Please give details of other employment held over the past 5 years.

DETAILS:

DATES
FROM - TO

Other activities and interests

YES / NO

Details:

GENERAL

Do you belong to any professional organisations?

YES / NO

Details:

If offered the position do you intend to work in any other capacity?

YES / NO

Details:

Other activities and interests

YES / NO

Details:

**REHABILITATION OF OFFENDERS ACT 1974
(EXCEPTIONS) (AMENDMENT) 1986 CRB Regulations 2002**

The school is a member of the Disclosure and Barring Service and as such it requires you to hold an enhanced disclosure under the Provision of Police Act 1997. Because the nature of the work you are applying for is included in the excepted types of employment under the above order, it is necessary for you to answer the following questions:

Have you ever been convicted of any criminal or other offences / sentences, including motoring or juvenile offences, probation orders, absolute or conditional discharges?

YES / NO

If yes, please give details of convictions, or if you cannot remember then state below and give details:

Please declare **ALL** convictions and note that applicants are not entitled to withhold information about convictions which, for other purposes, are considered 'spent' under the provisions of the Act.

Failure to disclose convictions will result in non-appointment or disciplinary action which will lead to dismissal if you are appointed and it is subsequently learnt that you have any criminal or other convictions.

Please sign that you have read this declaration and understand its contents.

If you do not understand this form in any way please contact the Principal.

Signed:

Date:

CRIMINAL RECORDS

An offer of employment is conditional upon Goodwyn School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

If you are successful you will be required to complete a DBS disclosure application form. Any information disclosed will be handled in accordance with the code of practice published by the DBS.

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 been cautioned by the police or been the subject of a bind-over order? YES / NO

If you have answered '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.

HEALTH DECLARATION

I am physically and mentally fit to undertake the post, as described in the job specification. YES / NO

Why are you attracted to this job and what do you feel you are able to offer Goodwyn School?

REFERENCES – the first of which must be your present school/employment

<p>1. NAME</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p> <p>POSTCODE</p> <p>TELEPHONE NUMBER:.....</p> <p>EMAIL:</p>	<p>2. NAME</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p> <p>POSTCODE</p> <p>TELEPHONE NUMBER:.....</p> <p>EMAIL:</p>
<p>3. NAME</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p> <p>POSTCODE</p> <p>TELEPHONE NUMBER:.....</p> <p>EMAIL:</p>	

I authorise the school to obtain references to support this application once an offer has been made and accepted and release the school and referees from any liability caused by giving and receiving information.

DECLARATION

I confirm that the information on the form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: **Date:**