



**APPLICATION FOR APPOINTMENT AS
Site Maintenance Facilitator/Gardener**

*Please complete all sections of this form.
Hurst Lodge is an equal opportunities employer.*

Title:..... Surname:.....First Names:.....

Former Surnames (e.g. maiden Name):

Telephone Nos: Home:..... Work:.....

May we contact you at work? Yes / No If necessary, the best time to call is:.....

Fax: E-mail:.....

Address:.....

.....

.....

Date of Birth: Marital Status:.....

Please give details of any family or close relationships with existing employees at the school and state how you know them.

.....

.....

It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. The school reserves the right to check any of the details that you have provided in your application.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

I confirm that I have the right to work in the United Kingdom.

I have read the above and confirm that the information contained in my application is correct.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Signature of Applicant:..... Date:...../...../.....

Name of Applicant.....

EMPLOYMENT and EDUCATION HISTORY

Please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment, voluntary work and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

For teaching posts, please provide DfES no:.....

Employment History

Employer

Address

Job Title

Dates Employed From To

Salary and Allowances
Reason for leaving

Summarise the nature of the work performed, your job responsibilities and any achievements attained.

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

Employer

Address

Job Title

Dates Employed From To

Salary and Allowances
Reason for leaving

Summarise the nature of the work performed, your job responsibilities and any achievements attained.

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

EDUCATIONAL BACKGROUND

List schools/colleges/universities attended, starting with the most recent. Please state whether full or part time.

School/College/ University/Institution	Dates From To	Courses/Subjects	Grades/ Standard of Award

WORK RELATED DEVELOPMENT TRAINING

Please list other courses, seminars attended in the last five years. List any training or staff development.

Date (Year)	Organising Body	Title & Purpose of Event

REFERENCES (Any offer of a post is subject to references)

Please give below the names and addresses of two referees (one of whom would normally be your present or last employer). Please indicate if you do **not** wish either referee to be contacted until you are to be offered the post. Please note references will not be accepted from relatives or referees writing solely in the capacity of friends.

1. Name: _____ Status: _____
Address:
.....
.....
Tel No:
Years known:

2. Name _____ Status: _____
Address:
.....
.....
Tel No:
Years known:

Please give any additional information such as. special training, skills, certificates, interests and activities.

Please give reasons for applying for the post and state what attributes you feel you can contribute

Where did you see this job advertised?