

St Margaret's School, Exeter



Application Form

Please complete this form in black ink or word-process. When fully completed it should be returned to the School with a separate supporting statement extending the information on the form that refers specifically to the post applied for.

Post Title

Personal Details

Name in Full: _____ Title: _____

Previous or other name(s): _____

Address: _____

_____ Post Code: _____

Telephone No. (inc. STD code) Home: _____ Work: _____

E-mail Address: _____

National Insurance Number: _____

When available for employment: _____

Do you hold a current driving licence? Yes/No

Present or most recent post

Post Title: _____ Full time or Part time: _____

Address: _____

_____ Post Code: _____

Telephone Number (inc. STD code): _____

Date Appointed: _____

Date Left: _____

Status and Salary Details

Current Salary: £ _____ (p.a.)

Qualifications and experience: _____

Responsibilities: _____

Details of your Secondary Education

Schools	From	To	Examination Results (subject, level, grade)	Date

Degrees or Professional Qualifications

1. Qualification (e.g. BA, B Ed): _____ Class of Degree: _____

University/College: _____

Date awarded: _____

Subjects: _____

2. Post-graduate Qualifications (e.g. M Ed, PGCE): _____

University/College: _____ Date awarded: _____

Subjects _____

3. Other qualifications (e.g. Diplomas etc): _____

University/College: _____ Date awarded: _____

Subjects _____

Recent relevant professional development in the last 3 years:

Experience

Nature of Employment (Job Title)	Name and Address of Employer	From	To

Interests, Hobbies and/or Additional Qualifications

Referees

(Please give present or immediate Employer and one other referee)

1. Name: _____

Address: _____

Daytime Tel No (inc STD code): _____

Email Address: _____

2. Name: _____

Status: _____

Address: _____

Daytime Tel No (inc STD code): _____

This form must reach us by the closing date. Please mark your envelope *Private and Confidential/Post Title* in the top left hand corner and return your application to Mrs Liana Davies, Bursary, St Margaret's School, 147 Magdalen Road, Exeter, EX2 4TS, to arrive not later than the 9th September 2010.

Late Applications cannot be considered.

LETTER OF APPLICATION should be included (no longer than two sides of A4).

Please write in support of your application, showing how your experience and qualifications are relevant and how you would contribute to the post.

Considerable importance will be attached to what you say in this letter of application.

If disabled, please state any particular assistance or facilities you may require in attending an interview.

Please complete in **black** as this application may be photocopied.

As this post is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will only be required following interview if it is considered that you are the most suitable candidate for the post.

Declaration

I declare that the information that I have given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. I understand that any offer of employment will be subject to the CRB (Criminal Records Bureau) clearance and to satisfactory references being received.

I declare that I am currently in good health with no known medical problems.

Signed _____ Date _____