

National Insurance Number:	
Do you have a current Driving Licence? Yes / No Do you hold a category D1 on your Driving Licence? Yes / No (You will automatically have a category D1 if you passed your driving test before 1 st January 1997. This information is relevant for roles where you may be required to drive a school minibus)	
Department for Education Reference number (if applicable) or overseas equivalent with name and address of regulatory body.	
Do you have Qualified Teacher Status?	Yes/No
Please provide full details of membership of any professional bodies.	
Do you know any existing Caldicott employee, volunteer or Governor? Yes / No If so, provide full details of how you know them:	
Do you have a disability for which you need adjustments to the workplace or for the interview process?	Yes / No If Yes, please provide details separately
What is your notice period in your current employment? If your notice period is a term or more, what is the last date you need to give notice?	

3. Academic, Professional and Vocational Qualifications

Full name and address of educational establishment	Dates Attended	Examination Results		
	Start and finish dates Give month and year From To	Date passed (month / year)	Subject & Level (eg GCSE, A/S, A, Degree, PGCE)	Grade (A*, A, B; 1 st , 2.2 etc)
Secondary Education (School)				
Higher or Further Education (University, College)				

Professional and Vocational Qualifications				

4. Extra-Curricular Activities / Interests / Achievements

Please tell us more about yourself – your hobbies, interests and achievements outside of work and education (up to 400 words).

5. Employment History

Please supply a full history of all employment, self-employment and any periods of unemployment since leaving secondary education, that are not detailed in Section 3. Details of holiday jobs etc. whilst in full time higher education are not required. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reason for leaving employment. Continue overleaf if necessary.

Employer name and address	Period of Service Give month and year From To	Role title brief description of responsibilities	Reason for leaving
Current / most recent employer:		Role Title: Main responsibilities:	

Previous employers: (reverse chronological order)			

Gaps in employment:

If there are any gaps in your employment history, eg for looking after children or other caring responsibilities, sabbatical year, please give full details and dates here.

Current Salary Salary (basic): £ For teaching roles, please indicate Spinal Point if appropriate:	Additional Benefits: Responsibility Points (teaching roles): London Weighting Allowance etc:
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6. Referees

Please give details of at least two professional referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note: references will not be accepted from relatives or referees writing solely in the capacity of friends.

Name, Position and Organisation	Address & Phone No.	Email	Dates known
1.			
Professional Relationship: Do you give permission for us to apply for this reference before interview? Yes / No			
Name, Position and Organisation	Address & Phone No.	Email	Dates known
2.			
Professional Relationship: Do you give permission for us to apply for this reference before interview? Yes / No			
Name, Position and Organisation	Address & Phone No.	Email	Dates known
3.			
Professional Relationship: Do you give permission for us to apply for this reference before interview? Yes / No			

It is our practice to request references prior to the interview process. We also telephone your referees in order to verify the reference they have provided.

7. Data Protection

The Information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More detail as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

8. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the General Teaching Council for England, or the Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature of Applicant:	Full Name in capitals:	Date of Signing:

Please return your completed application form to recruitment@caldicott.com or by post to
HR Department, Caldicott, Crown Lane, Farnham Royal, Buckinghamshire, SL2 3SL