

EAGLE HOUSE GROUP

APPLICATION FOR EMPLOYMENT

Please complete the form and return to the HR Department,
Eagle House Group Ltd, Schools' Business Office,
95 Brighton Road, Sutton, Surrey, SM2 5SJ
Telephone number 0845 074 2972

PLEASE COMPLETE THIS FORM USING BLACK INK

POST DETAILS
STATE LOCATION OF POST:
POSITION APPLIED FOR:
WHERE DID YOU HEAR OF THIS VACANCY?
FULL /PART TIME: (If part time number of hours/days required)

PERSONAL INFORMATION
TITLE
SURNAME
FORENAMES
PREVIOUS NAME (S) IF APPLICABLE
NATIONAL INSURANCE NUMBER
HOME POSTAL ADDRESS
POSTCODE
TELEPHONE HOME
TELEPHONE WORKPLACE
MOBILE TELEPHONE
EMAIL ADDRESS
DATE OF BIRTH

CAREER HISTORY

Name and Address of current/most recent Employer	Job Title Held	Date of Appointment
		Date of Termination
	Salary	Notice Required
	Reason for Leaving	

Please give a brief summary of your duties and responsibilities in your current or most recent post:

PREVIOUS EMPLOYMENT *(most recent first – continue on a separate sheet if necessary)*

Employer, School Name, type of business or activity, address	From	To	Position held	Salary on leaving	Reason for leaving

EDUCATION DETAILS Proof of qualifications will be requested before appointment

SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications gained

FURTHER / HIGHER EDUCATION

Name of School/University/College	From	To	Qualifications gained

PROFESSIONAL MEMBERSHIP

Membership of Professional Bodies	Membership Grade	Date membership was granted	Renewal Date

IN-SERVICE TRAINING AND DEVELOPMENT *Give details of relevant courses and training undertaken in the last five years)*

Dates and duration	Title of course or training	Name of provider	Qualifications obtained

LETTER OF APPLICATION - *Please provide on a separate sheet with your name and address*

Please explain why you are applying for this post. Include those aspects of your skills, knowledge and experience which relate to the Job Description and which are relevant to this post. Take into consider any paid or unpaid work you have done and any relevant voluntary, community work or leisure interests and any non-work experience. Give examples where you can to support your application

NOTICE TO APPLICANTS

Eagle House Group will check the character and background of applicants for appointment to posts involving contact with children and young people.

You must therefore disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of this work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Conviction/caution(s) against you will not necessarily debar you for consideration for this appointment.

Please answer the questions below: Answer 'yes' or 'no' by circling one of the two answers. If your answer is 'yes' to either or both questions regarding criminal convictions, you must give details. These can be enclosed in a sealed envelope marked 'confidential' to accompany this form. Any information you give will remain confidential and will be considered only in relation to the post for which you have applied.

All successful candidates for posts where there is to be contact with children and young people will be subject to an enhanced disclosure check through the Criminal Records Bureau.

By accepting an offer of appointment, you will be regarded as consenting to an enhanced CRB check.

Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR CAUTIONED?	YES	NO
ARE YOU THE SUBJECT OF PENDING CRIMINAL PROCEEDINGS AT THE PRESENT TIME?	YES	NO

ARE YOU REQUIRED TO HOLD A WORK PERMIT?	YES	NO
IF YOU ALREADY HOLD A WORK PERMIT WHEN DOES IT EXPIRE	DATE	____/____/____

DO YOU HOLD A FULL CURRENT DRIVING LICENCE	YES	NO
DO YOU HAVE ACCESS TO YOUR OWN MEANS OF TRANSPORT	YES	NO

HOW MUCH SICK LEAVE HAVE YOU HAD IN THE PAST THREE YEARS? _____

PARENTAL LEAVE

Under the Parental Leave Regulations 1999, and the Employment Act 2002, parents are allowed to request Parental Leave where certain conditions are met. The number of weeks taken is cumulative across employers and it is therefore a requirement of your employment to inform Eagle House Group of the total number of weeks you have taken to date.

How many weeks of Parental Leave have you taken? _____

DO YOU HOLD QUALIFIED TEACHER STATUS (QTS)	YES	NO
DATE QTS WAS OBTAINED (IF APPLICABLE)	DATE	____/____/____
GTC REGISTRATION NO (IF APPLICABLE)	_____	
DFES NO (IF APPLICABLE)	_____	

Appointment is subject to the following: health clearance, Criminal Records Enhanced Disclosure, satisfactory references, evidence of eligibility to work in the UK, appropriate qualifications and membership or registration of relevant professional body.

Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.

REFERENCES

Please give the names and addresses of **TWO PAST EMPLOYERS** who can provide confidential references. The first should be your **present/last employer**, if applicable.

If you have left full time education within the last year, you should supply the name and contact details for your tutor/lecturer.

Please indicate the referee's position in relation to you (e.g. Head of Department, etc).

We reserve the right to contact any previous employer (s) listed on this form should it be deemed necessary by Eagle House Group.

References will only be requested if you are called for interview. Please let us know if you would prefer us **not** to contact your present employer without further reference to you.

PRESENT/PAST EMPLOYER REFERENCE

NAME

POSITION

COMPANY/ORGANISATION

FULL POSTAL ADDRESS

POSTCODE

TEL NO

EMAIL

OTHER EMPLOYER REFERENCE

NAME

POSITION

COMPANY/ORGANISATION

FULL POSTAL ADDRESS

POSTCODE

TEL NO

EMAIL

DECLARATION

I declare that all the information that I have given in support of my application is true and complete to the best of my knowledge and belief and without omission of any facts that could have a bearing on selection decisions. I understand that any appointment is conditional on this declaration. I also understand that if I am offered a position by Eagle House Group this offer may be withdrawn if subsequently any of this information is found to be incorrect and incomplete. In addition, I am aware, should this situation occur after I join the employment of Eagle House Group, I will be liable to disciplinary action that could lead to dismissal.

Signature of Candidate

Date