

# Rainham Mark Grammar School

<b>Post:</b>		<b>Recruitment No:</b>	
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Please read this application form carefully and answer all of the questions in black ink. If there is insufficient space, please continue on a separate sheet of paper (with your name clearly indicated and the section to which your answer refers). **Please do not enclose CVs.**

Please see advertisement for closing date.

## A. Personal information

Surname	Title (Mr, Mrs, Ms, Miss, Dr, Prof, Other)	
First Name(s)	Male	Female
Home Address	Work Address	
Telephone No: (Personal)	Telephone No: (Work)	
Fax No.	Fax No.	
E-mail Address:	E-mail Address:	
National Insurance No:	Nationality	

## B. Education

Please state the schools attended from age 11 for compulsory education

Name of School	Address	Dates Attended

**Confidential**

**B. Education (cont'd)**

Please state colleges and universities for post compulsory education

Name of College/University	Address	Dates attended

Educational Qualifications (applicants invited for interview will be asked to provide original evidence of qualifications)

Date	Type	Subject

**C. Work and voluntary experiences, and skills**

Please list details of your work experiences, starting with the most recent

Date	Employer	Address	Position	Reason for leaving

**Confidential**

Please list details of any voluntary experience, starting with the most recent

Date	Organisation	Address	Role	Reason for leaving

Please indicate any additional qualifications, courses or skills relevant to your application

**D. Your suitability for this post**

Please explain why you feel your experience and skills are suited to the needs of this post. (The person/skills specification and job description should help you to complete this section)

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**E. Any additional information**

Please state any additional information you feel is relevant to your application

**F. Referees**

Please give the names of two referees (one should be your current or most recent employer, where applicable)

<b>Name (Ref 1)</b>		Capacity in which they know you	
Address			
Postcode		Telephone No.	
Email address		Fax No.	
<b>Name (Ref 2)</b>		Capacity in which they know you	
Address			
Postcode		Telephone No	
Email address		Fax No.	

**G. Health**

Please list any significant illness/conditions in the last 10 years. The successful candidate will be required to complete a screened occupational health check from Medway Council prior to appointment.

How many days' absence have you taken in the last three years, and for what reasons?

## H. Rehabilitation of Offenders Act 1974

Under the *Rehabilitation of Offenders Act 1974 (Amendment Order 1986)* and regulations issued by the Home Office, the School has a duty to ensure that a police check for possible criminal convictions is undertaken for all those who apply for positions that give substantial access to children. Applicants are not entitled to withhold information about convictions which for other purposes would be 'spent' under the provisions of the Act. Have you been convicted or found guilty of any offence by any Court (even if you were only placed on probation or conditionally discharged)? Answering 'Yes' does not necessarily bar you from appointment. Every application is considered on its own merits.

### YES/NO

If so, please give details of court, charge and sentence, below :

Please confirm by your signature that you would have no objection to a police check being carried out before an appointment is confirmed. A refusal could prevent further consideration of your application.

Signature : \_\_\_\_\_

## I. Disability

The Disability Discrimination Act 1995 defines a disabled person as '*anyone who has physical or mental impairment which has a substantial and long term adverse effect on his/her abilities to carry out normal day to day activities*'.

Do you have a disability?                      YES                      NO

If yes, what is the nature of your disability? \_\_\_\_\_

## J. Declaration

Please remember this is an important document. Consequently if any of the particulars which you have given knowingly are found to be false, or if you have wilfully omitted or suppressed any material fact, particularly with regard to eligibility for employment, you could be dismissed.

In view of this you are asked to certify that to the best of your ability you have completed these entries correctly, that all the questions have been answered accurately and fully.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name: \_\_\_\_\_

Please return this form, together with the equal opportunities form, to Mrs S Smith, Management Administrator, Rainham Mark Grammar School, Pump Lane, Rainham, Kent ME8 7AJ. Please do not enclose any original documents with this application.