



LYNDHURST SCHOOL
36 THE AVENUE, CAMBERLEY, SURREY GU15 3NE
TELEPHONE: 01276 22895
E-MAIL: bursar@lyndhurstschool.co.uk

Lyndhurst School is committed to safeguarding and promoting the welfare of children and expects all staff, contractors and volunteers to share this commitment.

APPLICATION FORM

POSITION APPLIED FOR

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PERSONAL DETAILS (please use block capitals)

Title	
First Name(s)	
Last Name	
Previous Names	
Address (including postcode)	
N.I. Number:	
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	
E-mail Address	



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PRESENT EMPLOYMENT (or most recent employment if not currently employed)
Please explain any gaps in employment

Job Title		Date Appointed	
Responsibilities			
Company name and address			
Present salary details			
Date left (if applicable)		Reason for leaving	



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PREVIOUS POSTS (please start with most recent)

Employer, title of post and responsibilities	Period of service		Reason for leaving
	From	To	

VOLUNTARY WORK

Please give details of any voluntary work and/or periods when you have not been employed

From	To	Reason



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HAVING WORKED OUTSIDE THE UK

Please provide details if you have stayed, lived and/or worked outside the UK for more than three months during the last 5 years. If no, please fill in "N/A"

Name of Country	Dates	Reason

EDUCATION

Please give details of all education from GCSE/'O' Level onwards

Name of Institution	From	To	Subjects/Qualifications and Grades

PROFESSIONAL DEVELOPMENT

Please give details of courses relevant to this application

Course	Qualification	Provider/Awarding Organisation	Dates/Duration



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SUPPORTING STATEMENT

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INTERESTS

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YOUR RIGHT TO WORK IN THE UK

You will be required to produce documentary evidence of your legal right to work in the UK.

Are there any restrictions on your residence in the UK which might affect your right to take up employment in the UK?

If yes, please provide details

If you are successful in your application, will you require a work permit prior to taking up employment?
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REFEREES

Please supply names and contact details of at least two referees who can comment on your suitability for this position and attest to your professional and personal abilities. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend). Please note that these referees will be contacted if you are shortlisted for the post. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns to which you may have been subjected, and you should be aware that any previous employer may be contacted.

Referee 1	Referee 2
Title (Mr, Mrs, Ms, Miss)	Title (Mr, Mrs, Ms, Miss)
Name	Name
Company	Company
Position	Position
Exact period of working for/with this referee	Exact period of working for/with this referee
Address (including postcode)	Address (including postcode)
Telephone Number	Telephone Number
E-mail Address	E-mail Address
May we contact this referee now?	May we contact this referee now?
In what capacity do you know the referee?	In what capacity do you know the referee?
If you are known to either referee by any other name please give details	



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DECLARATION

This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. Therefore you will be required to declare ANY convictions, cautions, reprimands or final warnings you may have, regardless of how long ago they occurred, including those regarded as 'spent' which would not be filtered in line with current guidance. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy, or once employed, may lead to your summary dismissal. For details of convictions or cautions which will be filtered please see the DBS website.

Have you ever received a conviction, caution, reprimand or warning which would not be filtered in line with current guidance?

Are you either on the Barred List, ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)?

If you have answered yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL.

PLEASE READ THIS PART CAREFULLY

Should your application be successful, and you are short listed for a position, you will be asked to provide information relating to your health or to complete a medical questionnaire and/or undergo a medical examination. We may also seek to verify any of the information provided to us in this application form.



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DATA PROTECTION ACT 1998

The personal data that you provide on this form and obtained from other relevant sources will be used in connection with processing your application for employment at Lyndhurst School. Your information will be shared with the Recruitment Panel. Unsuccessful candidates' application forms will be destroyed after 6 months.

If you succeed in your application and take up employment with Lyndhurst School, the information will be retained and used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form you agree to the processing of your personal data (including sensitive personal data) as described above, in accordance with our registration with the Data Protection Commissioner.

I declare that all the information given by me in my application form is complete and correct, and that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications which I claim to hold. I declare that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution. I also understand that the information I have provided may be subject to verification by Lyndhurst School.

Signature of Applicant

Date



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Lyndhurst School requests that all candidates invited to interview must bring with them:

1. Passport for the right to work checks, proof of entitlement to work and reside in the UK if applicable
2. Birth certificate
3. A utility bill, driving licence or financial statement issued within the last three (3) months showing the candidate's current name and address;
4. Proof of relevant qualifications (e.g. certificates)
5. Where appropriate any documentation evidencing a change of name;
6. Where the candidate is not a citizen of a country within the EU or Switzerland,.

Originals of the above documents must be provided before your employment commences. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

CONFIDENTIAL