



JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification. Please ensure that the form is fully completed, signed, dated and returned by the closing date to the e-mail address on page 5. Please complete the form in BLACK INK.

POSITION APPLIED FOR	
Job Title:	Finance Manager Garwood Foundation
Where did you see this post advertised?	

* please delete as appropriate

APPLICANT'S DETAILS			
Title:	Surname:	First names:	Former names:
Home address:			
Post Code:			
Telephone no(s):			
Home:		Mobile:	
Work:		May we contact you at work? YES / NO *	
Email address:			
Do you hold a current driving licence? YES / NO *			
Are there any restrictions regarding your employment? E.g. do you require a Work Permit? YES / NO * <i>If the answer is YES please supply details on a separate sheet of paper.</i>			

EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. Please give a full history of employment and include work experience, temporary, part-time, voluntary, and holiday work.

Current/most recent employer:

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

Salary:

How much notice do you need to give to your current employer?

Date available to start:

Previous employer:

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

Salary:

Previous employer:

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

Salary:

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please start with the most recent and include any relevant courses.

Name of school / college / university / training body	Subject studied	Qualifications / Level	Date gained

TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to this post.

Training courses and dates:

* please delete as appropriate

MEDICAL INFORMATION

Have you suffered from any medical condition which has affected (or might in future affect) your ability to perform this role?

YES/NO*

If so, please give details on a separate sheet

Signature:

Date:

Please indicate if you know any existing employees or Trustees of the Garwood Foundation, and if so how you know them.

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Do you have the right to work in the U.K? YES/NO*

National Insurance Number:

(For overseas candidates) Other evidence:

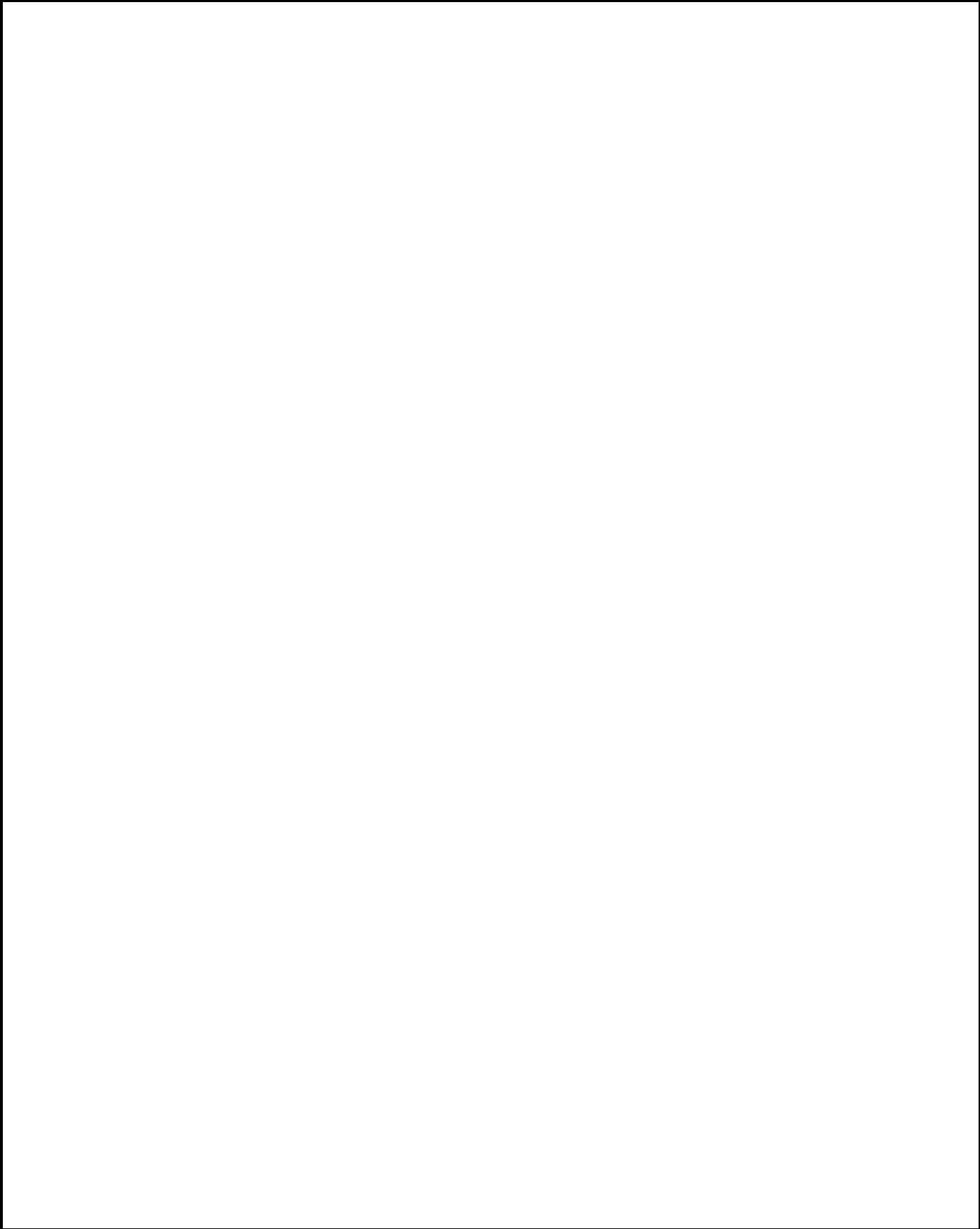
REFERENCES

Please give details of two referees – one must be your present/most recent employer.

Present/most recent employer:	Other referee:
Title/Name:	Title/Name:
Position:	Position:
Relationship:	Relationship:
Organisation:	Organisation:
Address:	Address:
Telephone No.:	Telephone No.:
Email:	Email:
May this referee be contacted prior to interview? YES / NO*	May this referee be contacted prior to interview? YES / NO*

SUPPORTING STATEMENT

Please address those points in the person specification section of job description and give details of any experience/training/skills that you have which you think are relevant together with any other information in support of your application. Use additional A4 sheets if required.



REHABILITATION OF OFFENDERS ACT 1974 / DECLARATION AND SIGNATURE

The post applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared. Accordingly, the following declarations are required:

- I am not barred on the Independent Safeguarding Authority Children’s List.
- I am not disqualified from working with children, nor subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC).

I have no convictions, cautions, nor bind-overs. (If any convictions, cautions or bind-overs are held, details must be provided and attached to this application.)

* please delete as appropriate

I also understand that:

- A declaration will include details of any other information that may have a bearing on my suitability for the post.
- An Enhanced DBS Disclosure will be sought in the event of a successful application and the appointment will be subject to receipt of a satisfactory search.

I am willing to consent to the above searches YES/NO*

All information given will be obtained, used and kept confidential in accordance with the Data Protection Act.

To the best of my knowledge the information given on this form is correct. I understand that giving any false information will disqualify my application

Signed:
(To be signed at school if selected for interview)

Date:

Name:

To your knowledge, is there anything in your private or professional life that could cause embarrassment to Rutherford School?
If ‘YES’ please provide details on a separate sheet and sign and date the statement (To be signed at school if selected for interview)

YES/NO*

Please contact us if you need this Application Form in an alternative format or if you need any adjustments for an interview.

EQUAL OPPORTUNITIES MONITORING POLICY

It is the policy of the Garwood Foundation to meet key legislative requirements and various codes of practice dealing with the promotion of equal opportunities and the removal of discrimination. As part of this process, the Garwood Foundation would be grateful if you could complete questions 1 – 4. This information is treated as strictly confidential and will not affect in any way fair consideration of your application for employment. Thank you for your assistance.

1. Name where you saw the post advertised?
2. Are you disabled?
If disabled, do you need any assistance with your visit to school (please specify)?
3. Are you male / female*?
4. To which of the following groups would you say you belong? Please put a x beside the appropriate group:

White:

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

Black or Black British:

- Caribbean
- African
- Any other Black background

Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Chinese

- Any other ethnic background

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

- I do not wish an ethnic background to be recorded