

ILFORD GRAMMAR SCHOOL

Tel: 020-8599 8822
Web: www.ilford-school.co.uk

785 High Road, Seven Kings,
Ilford, Essex, IG3 8RW

APPLICATION FOR A NON-TEACHING APPOINTMENT

Title of Post _____

Closing date for completed form _____

Please return form to B.Wiggs, Headteacher

Date duties could be taken up if appointed _____

Please read carefully all instructions before completing this form. Please use BLACK ink, black ball point pen or typescript. please complete in full, block capitals. You may enclose a curriculum vitae for additional information if you wish, but not as a substitute for completing all sections of the form.

1	Surname	MR	MRS	MS	
	Forenames				
	Previous surnames				

2	Home Address in full	
	Address for correspondence if different from above	

Evening Telephone	
Daytime Telephone	
Email Address	

3	Date of birth	
	Age	

4	National Insurance Number	
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Do you need a work permit? Yes No



HIGHER EDUCATION / TEACHING QUALIFICATIONS

Name of college / university and address if outside U.K.	Qualification and subject	Grade/class if applicable	Date	From	To

OTHER QUALIFICATIONS RELATED TO CURRENT OR PREVIOUS EMPLOYMENT

Name of professional body	Membership Grade	Was membership gained by examination	Date

RELEVANT INSERVICE COURSES

Course	Qualification Gained (If Applicable)	Dates showing duration

11 Outside interests and activities

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VOLUNTARY / UNPAID WORK AND INTERESTS

Work	Dates

12 EMPLOYMENT HISTORY (Include details of vacation employment if you are doing a college).
Please give full details as this section is used for salary assessment purposes.

Name and address of present (or most recent employer). If you work in a school / college please give the name and address.	Position or post	From Month / Year	To Month / Year (if applicable)	Basic Salary	Other Allowances	Total Remuneration

Names and addresses of previous employers (starting with the most recent) Please state name of school/college if applicable.	Position held and allowance (if applicable)	Age range taught (if applicable)	From Month/Year	To Month/Year	Reason for leaving

13 Please make full use of this section attaching additional sheets if necessary to provide further information in support of your application.

Please be sure to show how your education, training, experience and qualifications fit you for this post.

Short-listing will be conducted only on the basis of written applications. It is therefore essential that all applicants should complete this section of the application form.

14 REFEREES. Please give the names of two people to whom reference can be made. One referee should normally be your current employer. Relatives may not be given as referees.

Referee 1 Name Occupation/status Address Tel No.	Referee 2 Name Occupation/status Address Tel No.
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15 CRIMINAL CONVICTIONS
By law, spent convictions must be disclosed. Would you please give details of any criminal convictions (not including minor traffic offences). If you have no convictions please write 'NONE'.

16 DECLARATION
I hereby declare that I have understood and complied with the provisions concerning the disclosure of criminal convictions.

17 Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

Signature of Applicant

Date