



FYLING HALL SCHOOL

Robin Hood's Bay

North Yorkshire

YO22 4QD

T: 01947 880353

E: office@fylinghall.org

W: www.fylinghall.org

APPLICATION FOR EMPLOYMENT

Please complete all sections of the form

Position applied for _____ **Cook** _____ Date of application _____

PERSONAL DETAILS

Title _____	Forenames _____	Surname _____	Full Initials _____
Addresses:	Home _____	_____	
	Work _____	_____	
Phone _____	Mobile _____	E-mail _____	_____
Work Phone _____	May we call at work? _____	Best time to call _____	_____
Marital Status _____	NI Number _____	DCSF Number _____	_____
Nationality _____	Passport No. _____	UK work permit required _____	_____

EDUCATION

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CURRENT/ LAST EMPLOYMENT

Employer _____	Telephone _____
Address _____	
Job title _____	
Salary and allowances _____	
Benefits (e.g. accommodation) _____	
Employed from _____	to _____
Period of Notice _____	
Summarise the nature of the work, your responsibilities and particular achievements	

PREVIOUS EMPLOYMENT

Please continue on a separate sheet if necessary. Any gaps in employment must be explained.

Employer _____	Telephone _____
Address _____	
Job title _____	
Final salary and allowances _____	
Benefits (e.g. accommodation) _____	
Employed from _____	to _____
Reason for leaving _____	
Summarise the nature of the work, your responsibilities and particular achievements	

Employer _____	Telephone _____
Address _____	
Job title _____	
Final salary and allowances _____	
Benefits (e.g. accommodation) _____	
Employed from _____	to _____
Reason for leaving _____	
Summarise the nature of the work, your responsibilities and particular achievements	

SUPPORTING STATEMENT

Please explain briefly how your expertise and experience meet the requirements of this post. You may continue on additional sheets of paper if necessary or refer to a separate cover letter.

EXISTING CONTACTS WITHIN FYLING HALL

Please indicate if you know any existing employees or governors at Fyling Hall and, if so, how you know them.

REFERENCES

Please provide details of three referees who have recent knowledge of your work. **One must be your present employer or last employer if not currently employed.** References will not be accepted from relatives or from people writing solely in their capacity of friends. If you are selected for interview, references will be called before interview unless you request otherwise. Any previous employers or educational institutions may also be approached for information to verify experience or qualifications before interview.

Name	_____	Phone	_____
Position	_____	E-mail	_____
Address	_____	May we contact prior to interview?	_____
How known	_____	Years known	_____

Name	_____	Phone	_____
Position	_____	E-mail	_____
Address	_____	May we contact prior to interview?	_____
How known	_____	Years known	_____

If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, at least one referee must have known you in your most recent role working with children. If your previous posts have involved working with children in either a paid or voluntary capacity, questions will be asked about disciplinary offences related to children, including any for which the penalty is 'time expired' (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

PROTECTION OF CHILDREN

We are obliged to ask for the following information in accordance with the provisions of the Home Office Circular 86-44 - Protection of Children.

Please list below any convictions. Under the relevant Act, "spent convictions" must be declared

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Are there any other circumstances relevant to your appointment as a member of staff which ought to be declared?

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DATA PROTECTION ACT

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our School for the selection and verification process in connection with any vacancy that arises. Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

DECLARATION

It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. The School reserves the right to check any of the details which you have provided in your application.

I have read the above and confirm that the information contained in my application is correct and complete. I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information. I understand that the School will need to hold my data and sensitive personal data and I consent to the processing of such data within the terms permitted by the Data Protection Act.

Signature of applicant _____ Date _____

Please note where you saw the job advertisement _____

On completion, please return this application form to:

The School Bursar, Fyling Hall School, Robin Hood's Bay, YO22 4QD