**The Dixie Grammar School**

**Market Bosworth, Leicestershire CV13 0LE**

**website:** [**http://www.dixie.org.uk**](http://www.dixie.org.uk)

**Headmaster: Mr R Lynn**

**CONFIDENTIAL**

**APPLICATION FORM**

**Please use black ink or type**

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| **POST APPLIED FOR:** | | | | | | |
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| **PERSONAL DETAILS** | | | | | | |
| **Surname:** | | | **First Name:** | | | |
| **Other Names:** | | | **Preferred Title:** | | | |
| **Address:** | | | | | | |
| **Tel Number:** | | **Mobile:** | | | **Email:** | |
| Please **tick** your preferred (day time) contact number. | | | | | **NI Number:** | |
| Are there any restrictions on you working in the UK? **YES NO** (please delete as applicable) | | | | | | |
| **PLEASE NOTE:** *to comply with our statutory obligations, all applicants will be asked to bring with them their evidence of their right to work in the UK.* | | | | | | |
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| **DETAILS OF CURRENT EMPLOYMENT** | | | | | | |
| **Name of Employer:** |  | | | | | |
| **Address:** |  | | | | | |
| **Telephone No:** |  | | | | **Email:** |  |
| **Title of Post Held:** |  | | | | | |
| **Full or Part Time:** |  | | | | **Salary:** |  |
| **Dates From/To (MM/YYYY):** |  | | | | | |
| **DETAILS OF POST AND RESPONSIBILITIES** | | | | | | |
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| **DETAILS OF PREVIOUS EMPLOYMENT – PLEASE LIST MOST RECENT FIRST**  **Please give details of any gaps in your employment history.** | | | | | | | |
| **Name of Employer** | **Position Held** | | | **Dates From/To**  **(MM/YYYY)** | | **Reason for Leaving** | |
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***Please continue on a supplementary sheet if necessary.***

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| **OTHER EMPLOYMENT/UNREMUNERATED ACTIVITY - Please give details in chronological order:** | | | | |
| **Name of Employer** | **Details and Nature of Work Activity** | **Date From**  **(MM/YYYY)** | **Date To**  **(MM/YYYY)** | **FT/PT** |
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***Please continue on a supplementary sheet if necessary.***

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| **HIGHER EDUCATION (Undergraduate and Postgraduate Qualifications)** | | | | | |
| **Place of Study**  **(University, College, etc.)** | **Date From**  **(MM/YYYY)** | **Date To**  **(MM/YYYY)** | **Main subject(s)** | **Subsidiary Subject(s)** | **Qualification gained** **(Degree, Diploma etc. including class)** |
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| **SECONDARY EDUCATION AND EXAMINATION RESULTS** | | | |
| **Examinations Taken, e.g. A Level:** | **Subjects Passed with Grades:** | **Date Awarded:** | **School/College Attended:** |
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***Please continue on a supplementary sheet if necessary.***

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| **INTERESTS AND HOBBIES** |
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| **DETAILS OF RELEVANT PROFESSIONAL DEVELOPMENT** |
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***Please continue on a supplementary sheet if necessary.***

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| **ADDITIONAL INFORMATION** | | | | | |
| **LETTER OF APPLICATION - Please attach a separate letter of application of no more than two sides of A4 to support your application.** | | | | | |
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| Please indicate if you know or are related to any existing employees or Governors of the school? | Yes |  | No |  |  |
| If yes, please indicate who you know and their relationship with you.  ……………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………  The organisation wishes to ensure that all candidates have a fair opportunity to show their abilities in the selection process. To help us to this, please would you indicate if you need any adjustments for the interview?  **YES NO** (please delete as applicable). If YES please indicate below what adjustments you require.  ……………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………… | | | | | |

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| **REFERENCES** | | | |
| **Please give names and addresses of two persons who may be consulted regarding your suitability for this post. One of these should be your present employer.**  **References will not be accepted from relatives or from referees writing solely in the capacity of friends.** | | | |
| **Full Name:** | **Address - Telephone – Email:** | | **Capacity in which**  **known to you.** |
| **1. Present or most recent employer:** |  | |  |
| **Daytime Tel:** |  |
| **Email:** |  |
| **2. Other Referee:** |  | |  |
| **Daytime Tel:** |  |
| **Email:** |  |

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| **DECLARATION** |
| Please note that all shortlisted candidates will be required to complete a self-declaration form prior to interview. The form will require candidates to provide details about any criminal record or other information that might make them unsuitable to work with children.  It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.  The Dixie Grammar School is committed to safeguarding and protecting the welfare of children and younger persons and a successful candidate will be required to undertake an enhanced disclosure from the DBS.  I declare that this application form has been completed by myself and all the information I have given is true and accurate to the best of my knowledge and belief.    I understand that any appointment is subject to receipt of a satisfactory DBS check and that my application may be rejected or that I may be dismissed if I have given false information or withheld any relevant details.    Signature: .................................................................................. Date: ..............................................  **Please note that shortlisted candidates will be required to sign a copy of their application form at interview if their application form has been submitted electronically.** |

**Please return this completed form to the Headmaster, Mr R Lynn, The Dixie Grammar School,**

**Market Bosworth, Leicestershire, CV13 0LE. Email:** [**gilesn@dixie.org.uk**](mailto:gilesn@dixie.org.uk)