

EMPLOYMENT APPLICATION FORM

Position applied for:

I. Personal Details

Name in full (including title):		
Previous name(s) or aliases (and dates used):		
Permanent Address:	Address for correspondence (if different)	
Post Code:	Post Code:	
Email address:	*Date of birth:	
Telephone (Daytime)	Telephone (Evening)	Mobile

2. References

Please indicate two people who can provide references – one of whom should be your present/most recent employer, the other a separate organisation. It is College policy to take up references prior to interview.			
Name	Address and email (including post code and telephone number)	Position	Permission to contact prior to interview
1.			
2.			

Have you applied for a position at College before? If yes, please give details.

*as per Department for Education and Skills guidance on child protection

3. Education

Please include secondary and all post secondary qualifications. Continue on a separate sheet if necessary.

School/College/Institute	Dates from-to	Examinations taken	Result

4. Professional Qualifications

Institute or Professional Body	Qualification obtained	Date obtained

7. Additional information

Why have you applied for this position?

Please give details of your leisure activities and clubs or associations to which you belong

Please supply any further information you feel relevant in support of your application including future career objectives

8. Declaration

I declare that the information I have given in this application for employment including any supporting documents is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR if appointed, may result in my dismissal.

Signature Date

Data Protection Statement
The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected, with third parties or with other information held by us. Your details will not be passed to any third parties unconnected with College, except where required by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 1998.

Please return your completed application form to: HR Department, The Cheltenham Ladies' College, Bayshill Road, Cheltenham, Gloucestershire, GL50 3EP.