



Witherslack Group

www.witherslackgroup.co.uk

Application Form

Confidential

A Position details								
A1	Position applied for							
A2	Location	Witherslack Hall School <input type="checkbox"/>	Chilworth House School <input type="checkbox"/>					
		Cedar House School <input checked="" type="checkbox"/>	Chilworth House Upper <input type="checkbox"/>					
		Westmorland School <input type="checkbox"/>	Derwent House School <input type="checkbox"/>					
		Lakeside School <input type="checkbox"/>	Cumberland School <input type="checkbox"/>					
		Pontville School <input type="checkbox"/>	Management Team <input type="checkbox"/>					
B Personal details								
B1	Surname							
B2	Forename(s)							
B3	Address							
B4	Post code							
B5	Email address							
B6	Telephone no.							
B7	Date recognised as qualified by Department For Education (If Applicable)							

B8	DfE Reference No. (If Applicable)	
B9	National Insurance No.	
B10	Current full driving license	Yes <input type="checkbox"/> No <input type="checkbox"/>
B11	Details of any driving convictions	

C Present appointment

IF TEACHING: -

C1a	Local Authority	
	School name	
	School address	
	School telephone no.	
	Type of school	Boys/Girls/Mixed
	No. on roll	
	Age range	
	Job title. <i>(Please state any responsibility points / nature of any specific responsibility / other salary points and reason for awarding.)</i>	
	Subjects/Ages taught	
	Date appointed	
	Current salary	
	Date finished (if applicable)	

Notice period (if applicable)	
Reason for leaving	

IF OTHER THAN TEACHING:-

C1b

Employer Name	
Employer address	
Employer telephone no.	
Nature of Post <i>(Please detail duties and responsibilities)</i>	
Date appointed	
Current salary	
Date finished (if applicable)	
Notice period (if applicable)	
Reason for leaving	

Please continue to next page...

D**Education****SECONDARY/FURTHER:-****D1**

Schools/Colleges (please provide addresses)	FT/ PT	Dates			
		From		To	
		Month	Year	Month	Year
	FT				
	FT				
	FT				

EXAMINATIONS PASSED:-**D1a**

Level (eg. 'A' Level...)	Date Passed	Subject	Grade Achieved

Please continue on a separate sheet if necessary.

HIGHER EDUCATION:-

D2	University or College and/or University Education Department (please provide addresses)	FT/PT	Dates			
			From		To	
			Month	Year	Month	Year

QUALIFICATIONS OBTAINED:-

D2a	Qualification Obtained	Date Passed	Subjects passed (with details of standard obtained)	Age groups for which trained

Please continue on a separate sheet if necessary.

PROFESSIONAL COURSES OBTAINED:- (OTHER THAN THOSE DETAILED IN D2a OVER THE PAST THREE YEARS)

D3	Subject	Date Achieved (Approx.)	Organising Body	Duration

E Previous employment

Please list all previous employment, since the age of 18, in chronological order. If there are any gaps please state reasons. Include full-time (FT) or part-time (PT) and any unremunerated activity e.g. unpaid voluntary work.

E1	Employer's name	
	Employer's address	
	Job title	
	Employment Status	FT
	Number on roll (if school)	
	Salary	
	Date started	DD/MM/YY
	Date finished	DD/MM/YY
	Reason for leaving	

E2	Employer's name	
	Employer's address	
	Job title	
	Employment status	FT
	Roll number (if school)	
	Salary	
	Date started	DD/MM/YY
	Date finished	DD/MM/YY
	Reason for leaving	

E3	Employer's name	
	Employer's address	
	Job title	
	Employment status	FT
	Roll number (if school)	
	Salary	
	Date started	DD/MM/YY
	Date finished	DD/MM/YY
	Reason for leaving	

E4	Employer's name	
	Employer's address	

Job title	
Employment status	FT
Roll number (if school)	
Salary	
Date started	DD/MM/YY
Date finished	DD/MM/YY
Reason for leaving	

Please continue on a separate sheet if necessary.

F Other relevant experience, interest or skills

Please list any experience, interest or skills that you feel may be beneficial to the post applied for.

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G References

Please provide details of two persons to whom reference may be made. (The first of who should normally be your present Head Teacher, Manager, College Principal or Chair of Governors).

G1	Name of referee	
	Job Title	
	Address	
	Telephone no.	
	Email	

G2	Name of referee	
	Job Title	
	Address	
	Telephone no.	
	Email	

H Health details

H1 Please give details of any special arrangements you require at the interview/assessment centre:-

I Criminal record

Your attention is drawn to the fact that the post you are applying for is excluded from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore you must disclose information about any convictions which for other purposes are 'spent' under the provisions of the Act. All applicants are subject to an enhanced level of disclosure check by the Criminal Records Bureau.

I1 Have you been convicted of a criminal offence at any time?

If YES, please complete the separated disclosure document, section 2 of the application form.

J Letter of application

Please provide a letter of application (maximum one side of A4) to support your suitability to the post using the job description and personnel specification as reference.

K**Declaration**

Please read this carefully before signing.

DATA PROTECTION ACT 1998

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least six months and then destroyed. If you are the successful candidate, your application form and other relevant information obtained will form part of your personnel record.

I understand that if I am offered a post, the information submitted on my application form will form the basis of my contract of employment with the Witherslack Group. If it is subsequently discovered that I have wilfully or negligently given false information or withheld information, my employer will have the right to terminate any employment contract offered.

K1

Signed

K2

Date

DD/MM/YY

L**Please return completed form to:**

Address: Cedar House School, Bentham, Lancaster LA2 7DB

Or e-mail your completed form to: schooloffice@cedarhouseadmin.co.uk