



Employment Application Form

Woodcreek school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trainees and volunteers to share this commitment.

Please ensure that you complete all the sections of the application. Providing false information will result in the application being automatically rejected, withdrawal of any offer of employment and summary dismissal if you are in post and possible escalation of the matter to the police/relevant authority. Kindly note that background checks will be carried out to verify the contents of your application form. Complete the form in **BLOCK format** if filling in manually or type and scan back the application form.

Job Position	
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Official Full Names: _____

ID /Passport No: _____

PRESENT / LAST APPOINTMENT EMPLOYMENT DETAILS

Name, address and telephone number of the school	
Type of school (in terms of curriculum)	
Job title	
Subjects/age groups taught	
Date appointed to current post	
Length of Stay in your current position	
Current gross salary (if any benefits/allowances please state)	
Date available to begin new job if successful	

FULL CHRONOLOGICAL HISTORY



WOODCREEK SCHOOL

Please provide a full history in chronological order for all positions held and of all trainings/further education, since leaving secondary education including part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

WORK EXPERIENCE

S/No	Employer (Including dates of engagement)	Position Held (Including subjects taught and at which level where applicable)	Reasons for leaving
1			
2			
3			
4			
5			
6			
7			

SECONDARY EDUCATION & QUALIFICATIONS



WOODCREEK SCHOOL

Name of High School	From	To	Grade attained

TERTIARY EDUCATION

Names and addresses of university / college attended	Program studied	Duration of course	Full or Part-time	Division attained

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) COURSES TAKEN

Subject	Organizing Body	Date(s)	Duration

Additional relevant experience, interests and skills including Co & Extra- Curricular areas



CONFLICT OF INTEREST DECLARATION

Please confirm if you know any existing member of staff at Woodcreek school, volunteer, Trainee or student. Provide full details of how you know them.

REFEREES

Please provide details of two people to whom reference may be sought. For teaching positions kindly note that the first referee should be your current Headteacher/ School Principal. If you are not currently working with children, please provide a referee from your most recent employment



WOODCREEK SCHOOL

involving children. References will not be accepted from relatives or from people writing solely in the capacity of friends and acquaintances. Please be aware that if you are currently working with children on either paid or voluntary basis your current employer will be asked by us about disciplinary offences relating to children. This shall include any for which the penalty is time expired and whether you have been a subject of any child protection concerns and if so the outcome of any inquiry or disciplinary procedure.

Please indicate if we may contact them prior to the interview Yes NO

If No please give reasons. Please note that if you are shortlisted for the position, we will contact your referees immediately you are notified about the interview unless you advise us otherwise.

First Referee

Title and Name	
Address and post code	
Day Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Day Telephone number	
Email address	
Job Title	
Relationship to applicant	

PERSONAL INFORMATION

Surname	
Forename	



Middle name	
National ID/Passport No & Nationality	
Date of birth	
Marital status	
Current address	
Post Code	
Mobile telephone number	
Email address	
TSC No	

DATA PROTECTION

The information that you provide in this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. If you succeed in your application and take up employment with Woodcreek School the information will be used in the administration of your employment. We may authenticate the information provided by you in this form with third parties. By signing the application form you consent to the processing of sensitive personal data.

DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are Correct and that no omissions have been made. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post and possible referral to the police. As the job for which you are applying involves substantial opportunity for access to children it is important that you provide us with legally accurate answers.

I understand and accept that the information I have provided may be used for checks and in particular that checks may be carried out to verify the contents of my application form.

SIGNATURE OF APPLICANT _____

DATE _____

FULL NAMES _____