



CONFIDENTIAL

Post applied for: \_\_\_\_\_

**Personal details:**

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Title: \_\_\_\_\_ Any previous surnames: \_\_\_\_\_

Address:

E-mail:

Daytime tel no: \_\_\_\_\_ Evening tel no: \_\_\_\_\_

**Education** (Secondary, Further/Higher)

Establishment (name and town)	From	To	Qualifications/Grade/Date awarded

**Job related training** (include membership of professional institutes, vocational and non-vocational courses)

Institute/Courses studied	From	To	Standard or level achieved and date awarded

If this is going to be your first job after leaving school or college, you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

Current employer:

Employer's name/dept: \_\_\_\_\_

Address:

Postcode:
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Post held: \_\_\_\_\_ Date appointed: \_\_\_\_\_

Salary: \_\_\_\_\_ Grade (if applicable) \_\_\_\_\_

Other allowances:

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**Previous experience** (most recent employer first). **Please include details of gaps in employment here.**

Employer's name and type of business	Post held	From	Year	To	Year
		Month		Month	

Employer's name and type of business	Post held	From Month	Year	To Month	Year

**Reasons for applying for this post:**

**Experience and personal skills:**

**Please give details of all your experience, skills and abilities relevant to the post applied for.**

If you have had a break from paid work, it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg Parent Governor, playschool assistant, committee member, VSO, Treasurer of a club, CAB volunteer etc. Attach a continuation sheet if necessary.

**Additional relevant interests** (such as membership of any club, leisure activities and hobbies)

**References**

Please give details of two people who can provide information that will confirm your suitability for this post. Where appropriate, one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications, before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are 'time expired' and any child protection concerns.

Name: \_\_\_\_\_ Position \_\_\_\_\_

Address:

Postcode:

Daytime tel no: \_\_\_\_\_

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Name: \_\_\_\_\_ Position \_\_\_\_\_

Address:

Postcode:

Daytime tel no: \_\_\_\_\_

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**Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'.

Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence? **YES / NO**

Are you included in any list of people barred from working with children by the Department for Education and Skills (DfES) or the Department of Health (DoH) or the General Teaching Council? **YES / NO**

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attend of the Chair of the shortlisting panel and enclose it with this form.

**PLEASE NOTE:**

- If your application is successful, prior to taking up the post, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a Court Order or exclusion by the DfES or DoH.**
- Copies of the County Council's policy on the employment of ex offenders and the CRB Code of Practice are available on request.
- Copies of disclosure certificates are retained until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

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**Further information and declaration:**

Do you hold a full UK Driving Licence? YES / NO

Would you have the use of a car for work? YES / NO

Do you require a work permit? YES / NO

National insurance number: \_\_\_\_\_

Where did you see this advertisement? \_\_\_\_\_

Canvassing in any form may disqualify you from employment. If you have a direct relationship with a County Councillor, Senior Manager of Hampshire Children's Services Department, or a Governor or senior employee of a school maintained by Hampshire County Council.

Please state their name(s) and the nature of the relationship.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes including analysis for management and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Applemore College is a self-governing Foundation Specialist Technology College. It is the smallest of the secondary schools on the Waterside with approximately 525 students on roll.

Competent, professional subject specialists and effective support teams staff the school. The teaching accommodation comprises a variety of specialist rooms, including four newly refurbished science laboratories, technology studios, workshops, two food technology rooms, a textiles room, art studios, a drama studio, music suite, a library and five computer suites. IT provision in the College is excellent and there are interactive facilities in most classrooms.

Applemore is one of six schools in Hampshire to have a resourced Dyslexia Support unit which provides support for severely dyslexic students. At Applemore we call it the DSB. Admission to the DSB is via the Hampshire County Council Special Educational Needs (SEN) Service.

The College also boasts good-sized playing fields and two outside hard court areas. Applemore Recreation Centre is on the campus but independently run. It has a wide variety of sporting and recreational amenities, including a swimming pool, and during school hours it operates as a joint provision with the College for PE activities. As the College is near to the New Forest, the coast and Calshot Activities Centre, there are easily accessible facilities for outdoor pursuits and fieldwork.

At Applemore College we believe that students should understand the importance of hard work and good behaviour and that they should enjoy and feel safe at College. One of the advantages of being a 'small' school, apart from the obvious advantages of space and class size, is that we know our students well and can support and encourage them to develop into well rounded young adults who achieve their potential and beyond.

Our vision is that of being the "first choice school for students, parents and staff" and our motto (chosen by our students) is "Going Forward Together". This reflects the importance that we place on working together in an environment where relationships are based on mutual respect. As a school we believe that we should set ourselves ambitious and challenging targets and strive to meet them.

At Applemore we aim to foster and maintain:

- ✓ A suitable and enriching curriculum that meets the needs of all our students.
- ✓ High quality teaching and learning experiences for all.
- ✓ High standards of care and guidance and equally high expectations about students' standards of dress and behaviour.
- ✓ Collective responsibility through co-operation and a sense of community.
- ✓ Trust and supportive relationships between Governors, staff, students, parents and our wider community.
- ✓ Open, honest and evaluative communication.
- ✓ An inclusive environment that embraces a diversity of students.