

UNITED LEARNING

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Application for the Post of: _____

Personal Details

Surname (BLOCK letters):		Initials:	
Home Address:		Email Address:	
		Telephone Number (home):	
Telephone Number (mobile):		Telephone Number (work):	

DCSF (DfES) Reference Number:	Qualified Teacher Status	Yes		No	
-------------------------------	--------------------------	-----	--	----	--

Current Employment

Please give brief details of your present position and duties including title, date when present employment started and principal accountabilities.	
Name and Address of Present Employer:	Current Salary:
	Length of Notice Required:



Employment History

Please give details of all the positions you have held since completing your full time education. Start with your most recent position and work back.

Dates		Name and address of employer	Position and Duties	Salary	Reason for leaving
From	To				



Education

Name of secondary school(s) attended	Examinations taken, results obtained, scholarships and other distinctions	Dates	
		From	To

Further Education

Please attach photocopies of documentary evidence of qualifications.

Name of College(s) and/or University(ies) attended	Subjects Studied	Examinations taken, results obtained, class of pass, scholarships and other distinctions	Dates	
			From	To



Professional and Vocational Qualifications

Technical, Professional or Occupational training to include relevant training, apprenticeships, articles, evening, full time day and day release courses, correspondence courses, company courses. *Please attach photocopies of documentary evidence of qualifications.*

Type of Training	Subjects/Skills	College, Firm, Institute	Qualifications gained	Dates	
				From	To



Personal Statement

Please use the space below to detail the skills and experience that demonstrate your suitability for the role against the criteria detailed in the person specification. Please continue on a separate sheet if necessary.



Referees (These should not be family members)

Please give the names of two persons to whom reference may be made. One of these referees must be your current, or most recent, employer. We will not seek further permission from you to approach your referees unless you indicate otherwise.

Name	Name
Occupation	Occupation
Address	Address
.....
Tel. No	Tel. No
Email Address	Email Address

Personal Relationships

Are you related to, or do you have a close personal relationship with, any existing member of staff or local governing body member within United Learning? Yes No

If yes, please state their name and position

Employee Referral

Have you been referred by a United Learning employee? Yes No

If yes, please state their name, position and school/location

Declaration

I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

I understand that, if offered this post, the appointment will be subject to a DBS Check, medical clearance and employment references, all of which are satisfactory to United Learning.

Signature of Applicant:	Date:
-------------------------	-------

For Internal Use Only

Shortlisted:	Yes / No	Shortlister Signature:	_____
Selection Date:	_____	Invitation Sent:	_____
Offered Appointment:	Yes / No	Interviewer Signature:	_____

