



# GILLINGHAM SCHOOL

Hardings Lane, Gillingham, Dorset SP8 4QP



Employer: Dorset Council

## Application Form

Position applied for:

Please tell us where you saw the vacancy advertised?

### Personal Details

National Insurance number:

Preferred title:

Mr

Mrs

Miss

Ms

Other:

Dr

Prof

Rev

Lady

Lord

Forenames (given name):

Surname (family name):

Known as:

### Email

Email address:

### Telephone

Home:

Work:

Mobile:

Preferred contact telephone number:

Home

Work

Mobile

### Address

Address 1:

Address 2:

Town/City:

County:

Postcode:

Country:

## Letter of Application

Please accompany this form (on a separate sheet) with a letter of application to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities, which you consider to be relevant to the position. In completing this section it is important that you refer to the requirements in the job description/person specification and provide evidence of how you meet the essential and desirable criteria.

Please see the accompanying letter for details of any post-specific aspects to be addressed within your letter.

*Letters should be no more than 2 sides of A4 with font size no less than 11.*

## Employment History

Please give details of your employment history, starting with your current or most recent job.

Employers (from most recent)	Position and Salary	Start / Finish Dates	Reasons for Leaving

## Education, qualifications and training

Shortlisted candidates will be expected to provide evidence of the qualifications listed on this application.

Qualifications including grades	Awarding body	Date

## Other relevant qualifications and training

Any other relevant qualifications and training, taken or to be taken, including short courses, with dates

Membership of professional/technical bodies

## Miscellaneous

Do you possess a current driving licence?

Yes

No

Do you have the use of a vehicle or other appropriate means of transport?

Yes

No

Are you currently an employee of Dorset County Council?

Yes

No

If yes, please detail your SAP Personnel number (found on your payslip):

Are you related to an employee of the council, an elected councillor, or a governor of the school?

Yes

No

If yes please give details below:

## References

Please provide contact details for two people who have agreed to give an employment reference on your behalf. These references must be from your two most recent places of work or education. The council/school also reserves the right to approach any previous employer to confirm factual information about your previous employment record.

Note: References may be taken up prior to interview if you are shortlisted.

If you are not currently working with children, please ensure you provide details of one referee for the employer for whom you have most recently worked with children.

### First Reference:

### Second Reference:

Name of referee:

Name of referee:

Employers name:

Employers name:

Address 1:

Address 1:

Address 2:

Address 2:

Town/City:

Town/City:

County:

County:

Postcode

Postcode

Country:

Country:

Telephone number:

Telephone number:

Email address:

Email address:

Relationship to you (e.g. headteacher):

Relationship to you (e.g. headteacher):

If you wish to be contacted before references are taken up please give details below:

Application form/interview notes for unsuccessful candidates are kept for six months following interview and then destroyed.