



# The Ridgeway

Inverary Road, Wroughton  
Swindon, SN4 9DJ  
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## APPLICATION FOR APPOINTMENT

Title of post applied for \_\_\_\_\_

Closing date \_\_\_\_\_

Please use black ink or type

### 1. PERSONAL DETAILS

SURNAME	Other names
Preferred title (e.g. Mr, Mrs, Miss, Ms, Dr)	Previous surname(s), if appropriate
Address	Home Telephone No.
	Work Telephone No.
	Date of Birth:
Post Code	Do you require a work permit? Yes / No
E-mail Address:	

### 2.

PEOPLE WITH DISABILITIES. In order to meet the requirements of our Equal Opportunities Policy to offer a guaranteed interview for people with disabilities who meet the basic job requirements, please complete the following section.

(a) Do you consider yourself disabled? Yes / No

(b) Please indicate if you will need any special help or assistance if you are invited to interview.

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### 3. SECONDARY/FURTHER EDUCATION

School, Colleges etc	Dates		Level of Exam	Subjects, with grades

**4. MEMBERSHIP OF PROFESSIONAL BODY, OTHER TRAINING COURSES**

Dates	Body/Organisation	Details

**5. HIGHER EDUCATION**

University, Polytechnic, College	Dates		Qualification (with main subjects)	Grade
	From	To		

**6. PREVIOUS EMPLOYMENT (Start with post held first)**

Employer (with address)	Dates		Salary and Salary Scale	Job title with Main duties
	From	To		

**7. PRESENT EMPLOYMENT (or most recent if currently unemployed)**

Employer (with address)	From	To	Job Title and Dept.	Salary and Scale	Notice Period

**8.**

Please give details of post held at present and describe in more detail relevant experience, skills, etc., including any unpaid work experience (for example, in the voluntary sector). Also, please give your reasons for applying for this post. (Please continue on a separate sheet if you wish to add further information)

**9.**

Please indicate your outside interests, hobbies, etc.

**10.**

Do you have a car?	Yes / No
Do you have a current driving licence?	Yes / No

**11.**

Please state names and addresses of two persons to whom reference may be made before interview. One must be your present employer or previous employer if not currently employed. One must be someone who knows you in a work related or educational capacity, e.g. supervisor or tutor, who is able to comment on your aptitude for the post.

Present Employer

1. ....	2. ....
.....	.....
.....	.....
.....	.....

Post code: .....	Post code: .....
Tel. No. ....	Tel. No. ....
E-mail: .....	E-mail: .....

**12.**

Please give details of any conviction, including date of conviction and sentence imposed.

NB.

- (1) Road traffic offences should be included.
- (2) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions or cautions or bind over orders could result in dismissal or disciplinary action by the governing body. All convictions or cautions or bind over orders must therefore be disclosed.

Applicants should note that , if they are selected for a post having substantial access to children, the governing body, in the interests of the protection of children, will require them to give their permission to carry out a check with local police to establish whether or not they have a criminal background.