

Harrogate Ladies' College



Application Form

Application for:

Thank you for your interest. The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential. Please complete the application form in ink or type.

Personal Details

Surname (plus any former surnames)	Preferred Title (eg Mr Mrs Miss Ms Dr)
Forename	
Address	
Tel No (Home)	Tel No (Work)
Tel No (Mobile)	May we contact you at work?
National Insurance Number	DfES Number, confirm QTS, if registered with GTC (for teaching staff only)
Please declare any family or close relationships with existing employees/associates of College	
Please give your state of health and any significant illnesses in your work life:	

Referees

Please complete both boxes. Referees should not be related to you. For those applicants who are or have worked with children, referees will be asked to comment about disciplinary offences relating to children, current or expired.

Reference (from present or latest employer)	Second Reference (preferably another employer)
Name	Name
Job Title	Job Title
Company	Company
Address	Address
Tel No	Tel No
May we approach if called for interview?	May we approach if called for interview?

Present or Most Recent Employer

Name & Address	Position held with salary	Date appointed	Reason for leaving (if applicable)
Date left or notice required:			
Write a brief description of your present (or most recent) duties and responsibilities:			

Previous Employment

(please show most recent employer first)

Name & Address of Employer	Position held & salary	Main duties & responsibilities	Date appointed, date left & reasons for leaving

Education, Qualifications & Membership of Professional Associations

Please give details of your education and qualifications obtained. This includes any qualifications for which you are studying now. At interview, you will be required to prove you have obtained these qualifications.

Name of School, College, University or Professional Assoc	Name of Course	Dates	Qualifications & Grades achieved

Training

Please give details of any training programme you have followed. Include any on-the-job training as well as formal training courses. There is no need to mention courses listed in the section above.

Title of training programme/course and brief description	Dates (approx) started/completed

Relevant Skills and Competencies

Please add below details of any special skills, experience or qualification which make you particularly suited to this post. These may have been gained from your work experience or any voluntary or community work or any other organisation you have been involved with. Please ensure that the information you provide demonstrates all the qualities detailed in the description of this job.

Or simply attach a separate sheet

Declarations

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please attach, in a sealed envelope marked confidential, any information pertaining to the above.

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application.

I can confirm that I am not included on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.

Signed

Date

Please return your completed form to:

The Headmistress, Harrogate Ladies' College, Clarence Drive, Harrogate HG1 2QG

Tel 01423 504543 Fax 01423 568893

Email enquire@hlc.org.uk www.hlc.org.uk