



THE ARCHBISHOP LANFRANC SCHOOL FOUNDATION

CONFIDENTIAL

Mitcham Road, Croydon, Surrey, CR9 3AS
Telephone: (020) 8689 1255 | Facsimile: (020) 8683 3113
Email: admin@lanfranc.com | Website: www.lanfranc.com
Headteacher: D.C. Clark BA (Oxon)

APPLICATION FOR NON TEACHING APPOINTMENT

Please complete this form clearly in black ink or typescript to facilitate photocopying

For internal use only (leave blank):

Post of:

PERSONAL DETAILS

Mrs/Miss/Ms/Mr/Dr:		Address:
Surname:		
Forename(s):		
Date of birth:		Post code:
Age:		Home telephone number:
National insurance number:		Daytime/business telephone number:
Email address:		Mobile telephone number:

EMPLOYMENT DETAILS — Present post

Title of post:		Date appointed to the organisation:
		Date appointed to this post:
Name and address of employer:		Gross annual salary:
		Full or part time:
		Details and nature of employment:
Post code:		
Telephone number:		

EMPLOYMENT DETAILS — Previous employment

Name of employer:		Date employed from :
Details and nature of employment:		Date employed to:
		Full or part time:

Name of employer:		Date employed from :
Details and nature of employment:		Date employed to:
		Full or part time

Name of employer:		Date employed from :
Details and nature of employment:		Date employed to:
		Full or part time

EDUCATION AND QUALIFICATIONS — Higher education (first) and further qualifications

Place of study:		Main subject(s):
From :		Subsidiary subject(s):
To:		Qualification gained: <i>Degree, Cert., Diploma, etc, inc. class</i>
Full time or part time:		

Place of study:		Main subject(s):
From :		Subsidiary subject(s):
To:		Qualification gained: <i>Degree, Cert., Diploma, etc, inc. class</i>
Full time or part time:		

Place of study:		Main subject(s):
From :		Subsidiary subject(s):
To:		Qualification gained: <i>Degree, Cert., Diploma, etc, inc. class</i>
Full time or part time:		

EDUCATION AND QUALIFICATIONS — Secondary education and examination results

School/college attended:		Examinations taken & results: <i>CSE, GCE, 'O' and 'A' Level, GCSE, etc</i>
From (date):		
To (date):		
School/college attended:		
From (date):		
To (date):		
School/college attended:		
From (date):		
To (date):		

COURSES ATTENDED — Please give details of any recent courses you have attended which have not led to qualifications but which you consider relevant to your application

Course title:
Course provider:
Date:

Course title:
Course provider:
Date:

Course title:
Course provider:
Date:

Course title:
Course provider:
Date:

Course title:
Course provider:
Date:

Course title:
Course provider:
Date:

REFERENCES — Please give the name and address of two persons who may be consulted regarding your suitability for this post. One of the referees should be your present employer.

Name (Present or most recent employer):		Address:
Capacity in which known to you:		
Daytime telephone number:		Post code:

Name (Other):		Address:
Capacity in which known to you:		
Daytime telephone number:		Post code:

Are you in any way related to a Governor of this school (delete as appropriate): YES NO

A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. Any canvassing will disqualify candidates.

SUPPORTING STATEMENT — You are encouraged to attach to this application form a supporting statement giving additional relevant information about yourself and the skills and experience which fit you for this post.

IMPORTANT INFORMATION

The post for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'SPENT' under the act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exception applies. The school is also entitled, under arrangements introduced for the protection of children, to check with the Police for the existence and content of any criminal record of the successful applicant.

Information received from the Police will be kept in strict confidence and will be destroyed immediately the selection process is completed. The disclosure of a criminal record will not debar you from appointment unless it is considered that the conviction renders you unsuitable for appointment.

If you are selected for the post for which you are applying you will be required to complete a medical questionnaire and, if necessary, undergo a medical examination.

Information supplied may be used for registered purposes under the terms of the Data Protection Act 1984.

DECLARATION

I declare to the best of my knowledge all parts of this form have been completed and are accurate.

A supporting statement is attached (delete as appropriate): YES NO

Signed:

Date:

Please return this completed form to:

Mr D C Clark BA (Oxon)
Headteacher
The Archbishop Lanfranc School
Mitcham Road
Croydon
Surrey
CR9 3AS