



Hazelwood School

Wolfs Hill, Limpsfield, Surrey RH8 0QU
Tel: 01883 712194 Fax: 01883 716135
www.hazelwoodschool.co.uk

APPLICATION FORM FOR CASUAL or NON-PAYROLL STAFF

Position applied for _____

HAZELWOOD SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

Please complete this form which will serve as your Curriculum Vitae and return it to the Assistant Bursar (Administration). You may also enclose your own CV should you wish.

PERSONAL DETAILS	
Surname:	Forenames:
Address:	
Telephone: (Home)	Mobile:
Work:	E-mail:
Date of Birth (optional info):	Nationality:
Marital Status:	Maiden Name:
Do you hold a clean driving licence?	
National Insurance number:	
Are you related to or have a close relationship with any Hazelwood employees or Governors? If so, please give details.	
PRESENT POST	
Job Title:	
Name and address of current Employer:	
Present Responsibilities:	
Date of Appointment:	Period in Post: yrs mths
Present basic salary	£
Additional Allowance	£
Incentive/Responsibilities	£
Other (please specify)	£
What period of notice would you need to give?	

EDUCATION	
Senior/Secondary School (Name and Address)	
O-Level/GCSE Subjects (with dates/grades)	A-Level Subjects (with dates/grades)
Other relevant qualifications	

PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary)				
Post (indicate whether part or full time)	Employment	From	To	Period

PERIOD OF UNPAID ACTIVITY		
Please give details of periods not spent in full-time or paid employment	From	To

INTERESTS**REFERENCES**

Please provide the names, addresses and telephone numbers of two referees.
One should be your current employer.
Please indicate their relationship to you and the length of time they have known you.

DISCLOSURE and DECLARATION

CANDIDATES ARE ADVISED THAT THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974. ALL CONVICTIONS, CAUTIONS AND BINDOVERS, INCLUDING "SPENT" ONES MUST BE DECLARED.

ALL CANDIDATES ARE REQUIRED TO SIGN THE FOLLOWING DECLARATION.

I CONFIRM THAT I AM NOT ON LIST 99, DISQUALIFIED FROM WORK WITH CHILDREN, OR SUBJECT TO SANCTIONS IMPOSED BY A REGULATORY BODY. I ACCEPT THAT IF I AM SUCCESSFUL, A CHECK IS REQUIRED BY THE CRIMINAL RECORDS BUREAU BEFORE MY APPOINTMENT WILL BE CONFIRMED.

Signed _____

Date _____

I acknowledge that any information I have given that may be incorrect or considered deliberately misleading could make any future Contract of Employment with Hazelwood School null and void.

Signature _____ **Date** _____

Please use this space for any further information you wish to tell us.