



Rugby School

APPLICATION FORM MANAGEMENT & SUPPORT STAFF

Position applied for

Position applied for

When are you able to start?.....

Have you previously worked for Rugby School? Yes No

Personal Details

Title Mr/Mrs/Miss/Ms/Dr Surname Forenames

Home address

..... Postcode

Home phone no Mobile phone no

Date of birth Email address

Are you legally eligible for employment in the UK? Yes No

Do you require a work permit to work in the UK? Yes No

Do you require any adjustments to be made to assist you at interview? Yes No

If yes, provide details.....

Have you ever been convicted of a criminal offence? Yes No

If yes, provide details.....

Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children? Yes No

If yes, provide details.....

Do you have a current driving licence? Yes No

Do you know, or are you related to, anyone currently employed by Rugby School? Yes No

If yes, please give details

Your current salary

Qualifications/Training

Please list all qualifications obtained. A check will be made on proof of relevant qualifications.

Type/subject	Grade	Year obtained

Employment History

Please list below all previous employment starting with your current or most recent employer. You must supply a full employment history. Where 'gaps' appear, please state reasons. The School reserves the right to contact any previous employer. Please use an attached sheet if necessary.

Name & address of current/most recent employer	From:- month & year	To:- month & year	Job Title	Name of Line Manager
	Reason for leaving			
Telephone	Nature of Business			
Brief Job Description:				

Name & address of employer	From:- month & year	To:- month & year	Job Title	Name of Line Manager
	Reason for leaving			
Telephone	Nature of Business			
Brief Job Description:				

Name & address of employer	From:- month & year	To:- month & year	Job Title	Name of Line Manager
	Reason for leaving			
Telephone	Nature of Business			
Brief Job Description:				

Interests/Hobbies

What do you like to do in your spare time?

Your Application

Why do you feel that you are suited to the position applied for? (Please use an attached sheet if you wish)

References

The School requires two written references, one should be your current or last employer. Your referees should not be related to you and should be known to you in a professional capacity. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. All references will be checked and verified.

Name
Position
Name of business
Address
.....
.....
Tel. No
Email.....
Relationship.....
May we contact prior to interview? Yes / No

Name
Position
Name of business
Address
.....
.....
Tel. No
Email.....
Relationship.....
May we contact prior to interview? Yes / No

- I declare that the information given on this application form is true and accurate to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I understand and agree that I will be subject to a check by the Criminal Records Bureau.

Signature..... Date.....

Please return completed application forms to: HR Department, The Bursary, 10 Little Church Street, Rugby, CV21 3AW