



APPLICATION FORM

Applicants are advised to read the guidance notes carefully before completing this form.

Position applied for: GENERAL MANAGER	Ref:
	Closing date:
How did you become aware of this vacancy?	Are you currently employed by BCWFC? <input type="checkbox"/> Yes / <input type="checkbox"/> No

PERSONAL DETAILS

Surname:	Initials:
Address:	Home Telephone Number: Work Telephone Number: Mobile Telephone Number:
Postcode:	Email Address:

National Insurance No:

Do you have the legal right to live and work in the UK? <input type="checkbox"/> Yes / <input type="checkbox"/> No Is this subject to having a work permit? <input type="checkbox"/> Yes / <input type="checkbox"/> No You will need to provide original documents as proof of the above if called to interview.
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Do you hold a current driving licence? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Do you have the use of a motor vehicle? <input type="checkbox"/> Yes / <input type="checkbox"/> No
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EDUCATION AND QUALIFICATIONS

Establishment	Qualification gained	Year gained
School:		
College / University:		
Other relevant courses attended in the last 5 years including job related training		
Establishment	Course	Year

EMPLOYMENT HISTORY

Starting with the most recent, please provide details of your employment since completing full-time education (including paid/unpaid work experience) in date order. If you have had more than 4 employers (or positions) please continue on a separate sheet. If you have no recent employment history, please provide details of any unpaid or voluntary work, if applicable.

CURRENT (or most recent) EMPLOYER

Name and address of Employer	From	To	Brief Summary of Duties	Full or Part-time	Reason for leaving
Position Held:				Salary per annum:	
How much notice are you required to give?					
If appointed to this post will you retain any other form of paid employment? <input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, please provide details:					
Company:		Job Title:		Hours worked per week:	

PAST EMPLOYMENT

Name and address of Employer	From	To	Brief Summary of Duties	Full or Part-time	Reason for leaving
Position Held:				Salary per annum:	

Name and address of Employer	From	To	Brief Summary of Duties	Full or Part-time	Reason for leaving
Position Held:				Salary per annum:	

Name and address of Employer	From	To	Brief Summary of Duties	Full or Part-time	Reason for leaving
Position Held:				Salary per annum:	

Are you a member of a Professional or Technical Association? <input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, please state Association, grade (if applicable) and length of membership.
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Are you related to any BAWFC employee or member of the Board? Yes / No

If yes, please provide details:

Name:

Relationship:

Position Held:

REFERENCES (External applicants only)

Please provide details of whom we should approach for references. One referee must be a representative of your current or most recent employer; the other should be a representative of your previous employer.

**If you have not worked before, please provide details of a contact at your School/College/Training Centre/University. If self-employed, please provide details of an accountant who can verify your status for the times stated in your employment history.*

Please note, if you are applying for a teaching role we may also seek a reference from your most recent education employer (if applicable) if not included in the two below.

**In accordance with DfE Safer Recruitment requirements,
references will be taken up prior to interview.**

***CURRENT (or most recent) EMPLOYER**

Contact name:

Job Title:

Company:

Email address:

Capacity known to you:

Address:

Postcode:

Telephone number:

Fax number:

***PREVIOUS EMPLOYER**

Contact name:

Job Title:

Company:

Email address:

Capacity known to you:

Address:

Postcode:

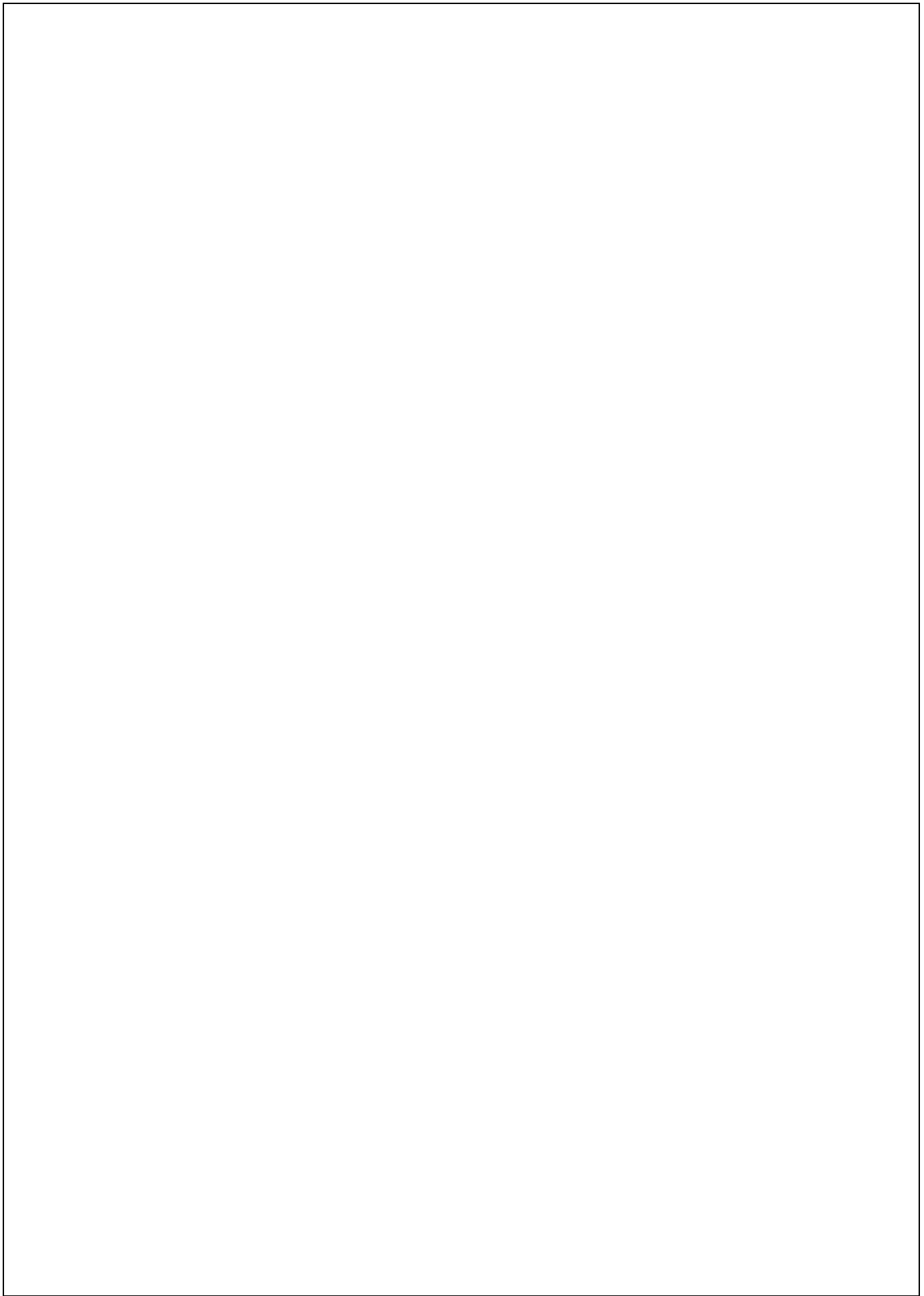
Telephone number:

Fax number:

PERSONAL STATEMENT

The advertisement, job description and person specification detail the qualifications and experience that are required. Please use this space to detail your experience, training or activities which are relevant to the position. You may provide details of any paid or unpaid experience, hobbies or other interests which could support your application. Please include the reasons why you consider yourself suitable for this position. (Use additional pages if necessary.)

PERSONAL STATEMENT continued



I confirm that the information I have given on this form is correct and complete.

I hereby authorise you to take up references from the referees I have submitted once an appointment for interview has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

Signed:

Date:

If you are sending this application form by email then in the absence of this signature you should note that the emailing of this application constitutes your personal certification that the details in this application are correct and complete.

False or misleading information on this form will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

Should you be unsuccessful in your application, BAWFC will retain your application form on file for a period of up to one year. If you do not wish your application to be retained on file please indicate by ticking the box.

Please email this completed form to

Kevin Hamblin, kevin.hamblin@sgscol.ac.uk