



Founded in 1573

## QUEEN ELIZABETH'S SCHOOL

Neil Enright MA (Oxon) MBA FRSA

Headmaster

### APPLICATION FOR EMPLOYMENT

<b>POSITION APPLIED FOR:</b>	
<b>SURNAME:</b>	
<b>FIRST NAME:</b>	
<b>How did you hear about the vacancy?</b>	

When completed, this form together with a covering letter, should be posted, faxed or emailed to:

Neil Enright, MA (Oxon), MBA, FRSA

Headmaster

Queen Elizabeth's School

Queen's Road

Barnet

Hertfordshire EN5 4DQ

Email: [recruitment@gebarnet.co.uk](mailto:recruitment@gebarnet.co.uk)



## PERSONAL DETAILS

Surname:		Forename (s):	
Title:		Known as:	
Former surname (if applicable):			
Address:	If you have been at this address for less than 5 years please provide details of previous addresses on a separate sheet.	Home Telephone:	
		Work Telephone:	
		Mobile Telephone:	
		Email Address:	
Post Code:			
NI Number:			
Clean Driving Licence:	Yes / No	Do you have the right to work in the UK?	Yes / No

## REFERENCES

Please provide details of two individuals who we may contact to obtain a reference. One should be your current or most recent employer. Where you are not working with children but have done so in the past one reference must be from the employer by whom you were most recently employed in work with children. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. References will usually be taken up prior to interview.

Name	Address	Telephone	Email
1.			
2.			



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## ACADEMIC AND PROFESSIONAL QUALIFICATIONS

### SCHOOLS AND COLLEGES

Name and Addresses of Schools / Colleges attended from age 11	From (Month/Year)	To (Month/Year)

### QUALIFICATIONS

Examination (include GCSE / A Level / IB or equivalent)	Subject	Date	Grade

### FURTHER EDUCATION

Name of University	Subject / Course	Date	Class of Degree

### PROFESSIONAL /OTHER QUALIFICATIONS

Awarding Body/ Institution	Qualification	Date	Subject



## TRAINING COURSES ATTENDED

Please provide details of any training courses undertaken for professional development.

Name of Provider	Name of Course	Date	Duration

## MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Please state whether you are a member of any technical or professional associations, and if so, which

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## EMPLOYMENT HISTORY

Please provide a full employment history since completion of Secondary Education starting with your current /most recent employment. This should include all voluntary work, part time employment and full time employment. Explanation should be given for any periods not in employment. Please include current salary and scale point. Continue on separate sheet if necessary.

Name and Address of Employer	Position / Job Title and Duties	Reason for Leaving	From (Month/Year)	To (Month/Year)



## PERSONAL INTERESTS

Please include interests, hobbies and sports.

Please include any interests and skills, together with any additional information which may support your application.

Do you have any family or close relationships to existing employees or Governors at Queen Elizabeth's?  
Yes/No If yes please give details.

If you are offered, and accept a position at Queen Elizabeth's would you continue in any form of employment?  
Yes/No If yes please give details.

## HEALTH DECLARATION

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

## RECRUITMENT POLICY

We are legally required to carry out a criminal background check with the Criminal Records Bureau and to carry out a check with the Independent Safeguarding Authority. These checks will only be carried out in the event of you being offered a position. If you have any queries regarding these checks please raise these during your interview.

It is Queen Elizabeth's policy to employ the best qualified personnel and not to discriminate against any person because of age, race, colour, national origin or ethnic background, religion or belief, sex or pregnancy, gender reassignment, marital status or disability.

## DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared. I have not been disqualified from working with children, am not named on the DCSF List 99 or the Protection of Children Act list, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council) and either (please delete as appropriate):  
I have no convictions, cautions or bind-overs OR  
I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked Confidential.

To meet our obligations under Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Queen Elizabeth's for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.

Signed: .....

Date: .....



## EQUAL OPPORTUNITIES

Queen Elizabeth's believes in equality of opportunity regardless of age, race, colour, national origin or ethnic background, religion or belief, sex or pregnancy, gender reassignment, marital status or disability. To enable us to monitor this policy please complete this section of the application form. This is for monitoring purposes only and does not form part of the selection process. This sheet will be detached from the rest of your application and will not be seen by the person(s) making recruitment decisions.

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

### A. White

- White UK
- Irish
- White non-UK
- Any other White background  
(please give details):

### B. Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background  
(please give details):

### C. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background  
(please give details):

### D. Black or Black British

- Black Caribbean
- Black African
- Any other Black background  
(please give details):

### E. Chinese or other ethnic group

- Chinese
- Vietnamese
- Any other ethnic background  
(please give details):

### F. I do not wish to provide this information

## GENDER

Please tick the appropriate section

- Male  Female

## DISABILITY

Disability is defined as "physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

Do you consider yourself disabled? Yes  No

If yes, please give details: