



Urmston  
Grammar  
Science College  
Languages  
specialism



Urmston Grammar, Newton Road, Urmston, Manchester M41 5UG  
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 Web site: [www.urmsongrammar.org.uk](http://www.urmsongrammar.org.uk) Fax: 0161 747 2504

Confidential  
**Job Application Form**  
**Part 1**

The application form must be fully completed and **CVs alone will not be considered.**

Please complete this form in black ink or typescript.

**Data Protection Act**

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details etc.) being held and processed by CCC in accordance with the Act.

**Vacancy Information**

Application for the post of: .....

**Personal Details**

First Name: ..... Known as: .....

Surname: ..... Preferred Title: .....

Previous Surname(s): .....

Address for correspondence: .....

.....

Post Code: .....

**Telephone Numbers**

Home: ..... Work: ..... Mobile: .....

E-mail address: .....



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## Confidential Job Application Form Part 2

### Vacancy Details

Application for the post of: .....

Surname: .....

Initials: .....

### Educational Attainments

#### Training and Professional Qualifications. (Please enter GCSE and GCE grades first)

Month & Year		Full name and town of School/College/University	Qualifications gained (including grades) or for which you are studying
From	To		

*Please note that you will be required to produce relevant evidence of qualifications attained.*

**Driving Licence Details**

Do you have a valid driving licence?      Yes / No

**Previous Employment**

Title of post/type of experience	Name and address of employer	From	To

**References**

Please give the names of two persons who are able to comment on your suitability for this post.

Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.

I hereby authorise you to request details of the periods I was in employment and information about me from the following referees:

Signed: ..... Date: .....

<b>Present/most recent employer*</b>	<b>Previous employer/other</b>
Name: .....	Name: .....
Relationship to Applicant: .....	Relationship to Applicant: .....
Address: ..... .....	Address: ..... .....
Post Code: .....	Post Code: .....
Business Phone No: .....	Business Phone No: .....
Home Phone No: .....	Home Phone No: .....
E-mail: .....	E-mail: .....

**Health Record**

Please indicate how many days absent for sickness you have taken during the last five years. If substantial periods of absence or a break in service, please state nature and/or duration of illness.

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**The Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However, you should note that only convictions that are relevant to the job in question will be taken into account.

**Do you have any criminal convictions whether spent or unspent?**      Yes / No

If yes, please state:

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If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within Urmston Grammar you are convicted of a criminal offence you must inform Urmston Grammar of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**Disclosure and Barring Service**

Successful applicants will be asked to apply for a DBS Check (Disclosure) from the Disclosure and Barring Service.

*Further information about the Disclosure process can be found at [www.gov.uk](http://www.gov.uk)*

**Declaration**

I consent to the information I have given and any other information provided/generated in relation to my application, and information about me as an employee if I am offered and accept the post:

- Being used by Urmston Grammar to determine my suitability for employment;
- Being used for the maintenance of necessary records;
- Being processed automatically.

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed: .....

Date: .....