



STOWE HOUSE PRESERVATION TRUST

APPLICATION FOR EMPLOYMENT/VOLUNTARY WORK

Please read the explanatory notes and guidance for completing the application for employment/voluntary work and the process which Stowe House Preservation Trust will undertake when validating your application.

(PLEASE WRITE CLEARLY)

To complete on screen click on the grey box and type in the required information; alternatively you can tab to the next box in the sequence.

Application for the post of	
Title <i>(Dr/Mr/Mrs/Miss/Ms)</i>	Former Name <i>(eg, maiden or previous name(s) used)</i>
Surname	
First Names	NI No.
Current Home Address	Previous Home Address <i>(if resident at current address for less than five years)</i>
Email Address	Mobile No.
Telephone No. <i>(home)</i>	Telephone No. <i>(work)</i>
Preferred Daytime Contact No.	Fax No. <i>(home/work)</i>

Have you worked or lived overseas in the past five years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you legally entitled to work in the UK? If applicable, work permit number and date of expiry	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a current driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Where did you see this vacancy advertised or how did you hear about it?	
On what date would you be able to commence work for us?	
What is your current salary?	
Do you know any current employees or Governors at Stowe School/Stowe House Preservation Trust and, if so, how do you know them?	

EDUCATION AND TRAINING

Schools	From	To	Examinations and Results
	Month/Year	Month/Year	
Colleges/Universities	From	To	Courses and Results
	Month/Year	Month/Year	
Other Education/Formal Training	From	To	Courses and Results
	Month/Year	Month/Year	
Professional Memberships, Qualifications and Courses Attended			
Interests and Hobbies			

EMPLOYMENT HISTORY

Please supply a full history in chronological order (with start and end dates, month and year) of all employment, self-employment and any periods of unemployment (for example unpaid/voluntary work) since leaving secondary education. Provide where appropriate an explanation for any periods not in employment or self-employment.

Name and address of employer: Telephone: Type of business:	From Month/Year	To Month/Year	Job title: Describe the work you did: Reason for leaving: Salary
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EXPERIENCE

Please give details of skills and experience you have gained, giving particular attention to any that you feel may be relevant to the particular position. Please also include any further comments you wish to add in support of this application.

REFEREES

Please give details of TWO professional referees, one of whom should be your current or most recent employer. If you are not currently working with children but have done so in the past, an additional reference must be provided from the employer for whom you worked most recently with children. References will not be accepted from relatives or friends.

If you do not wish us to contact your referees prior to interview please tick the box ☐

1. Name	Occupation
Address	
Telephone	Email
Fax	

2. Name	Occupation
Address	
Telephone	Email
Fax	

If offered this position do you intend to continue working in any other capacity? YES ☐ NO ☐

Have you ever had a conviction, caution, reprimand or final warning from the Police for any criminal offence? *(Declaration subject to the Rehabilitation of Offenders Act)* YES ☐ NO ☐

If YES, please enclose a separate sheet in a sealed envelope detailing offence(s), dates and sanction applied.

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 Protection of Children Act List or List 99; am not subject to any sanctions imposed by a regulatory body.

I **either** have no convictions, cautions or bind-overs **or** I have attached details of any convictions, cautions or bind-over in a sealed envelope marked confidential.

I declare that the facts and details contained in this application are, to the best of my knowledge, accurate and complete.

Date _____ Signed _____

Any further particulars which the applicant wishes to give in support of this application should be submitted on a separate sheet(s). Any job offer will be conditional upon satisfactory references, a Criminal Records check (DBS) and a satisfactory medical.

Please return this application form to: **The HR Department, Stowe School, Stowe, Buckingham, MK18 5EH**