



**FRIENDS' SCHOOL SAFFRON WALDEN
APPLICATION FOR POST OF BURSAR**

PERSONAL DETAILS AND DECLARATION BY CANDIDATE

Title	First Name	Surname
Former surname (eg maiden name)		
Date of birth	E-mail address	
Current address		
Previous address if at current address for less than 5 years		
Telephone contact details *For confidentiality, please indicate which of these you would prefer we should use.		
Home phone	Work phone	Mobile phone
Where did you first see the post advertised?		
NI number:		
Details of all Academic/Vocational Qualifications:		
Date Obtained	Awarding Body	Grade if appropriate
Please indicate if you know any existing employees or governors at the School, and if so how you know them.		

Please provide three referees, one of whom should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee 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.

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that 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 DfES 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.

I declare that the information that is contained in my application is accurate, to the best of my knowledge. I understand that any deliberately false information may result in the withdrawal of an offer of employment or, subsequently, to disciplinary action which may include dismissal.

.....
Signature

.....
Date

Please send this application form with your CV for the attention of Jenny Marks, Governor, at the school address, to arrive no later than 22nd February 2008

Friends’ School
Mount Pleasant Road
Saffron Walden,
Essex CB11 3EB