



Guidance Notes for Completing Application Form

- Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Please complete and return the form by the date indicated on the front of the application form.

Section 3 – Previous Employment

Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education and training and part time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment, education and training, and reasons for leaving employment. Please use additional sheets as necessary.

Section 8 - References

References – one referee should be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on shortlisted candidates prior to interview and we may approach previous employers for information to verify particular experience of qualifications, before interview.

Bursar
Bootham School