



ST. MARY'S CE HIGH SCHOOL

SUPPORT STAFF APPLICATION FORM

Post Applied for _____ Scale _____

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

PLEASE USE BLOCK CAPITALS FOR THIS SECTION	
Family/Surname:	
First Names:	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other Please specify: <i>Tick as appropriate</i>	
<input type="checkbox"/>	National Insurance No.
Home/Contact Address:	
Day Telephone No.	Evening Telephone No.
E-mail:	Mobile:

EMPLOYMENT HISTORY

Current/most recent employer's name and address and type of business	Job title, main duties and responsibilities. Salary
Dates of employment:	
Notice Period:	Reason for leaving:

EMPLOYMENT HISTORY (CONT)

Previous employer's name and address and type of business	Job title, main duties and responsibilities. Final salary	
Dates of employment:	Reason for leaving:	

Previous employer's name and address and type of business		Job title, main duties and responsibilities. Final salary	
Dates of employment:		Reason for leaving:	

Previous employer's name and address and type of business	Job title, main duties and responsibilities. Final salary	
Dates of employment:		Reason for leaving:

Do you hold a full current driving licence that allows you to drive in the UK? Yes / No

Do you have access to some form of personal transport? Yes / No

Are you required to have a UK work visa/permit? Yes / No

If so do you have a valid visa/permit? Yes / No

If yes, when does it expire? / /

All members of staff are expected to be in sympathy with the ethos of a Christian School. In all other respects the Governing Body is an equal opportunity employer.	
Are you in sympathy with the ethos of the Christian Church?	YES/NO
Are you a practising Christian?	YES/NO
Do you have any faith requirements that would need to be considered by an employer? YES/NO	

EDUCATION, QUALIFICATIONS & TRAINING

Name of school, college, university etc	Name of course	Dates attended and completed	Qualifications and levels achieved/title of training course

PERSONAL STATEMENT

ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE

Please state how you meet the criteria set out in the enclosed person specification, drawing on all aspects of your education and experience. *(please continue on separate sheets as required)*

REFERENCES

Please give details of two referees of whom confidential enquiries may be made. They should be your current employer (or most recent employer) or your current educational establishment. *References are normally taken up prior to interview.*

Name of referee:	Name of referee:
Capacity in which known to you:	Capacity in which known to you:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
E-mail address	E-mail address
Telephone:	Telephone:
Please indicate if you do not want your referee to be contacted prior to interview <input type="checkbox"/>	Please indicate if you do not want your referee to be contacted prior to interview <input type="checkbox"/>

I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment of may render me liable to dismissal without notice.

Signed:

Date:

Where did you see this vacancy advertised?

Please return the completed form to
Administrative Officer (HR)
St Mary's CE High School
Lieutenant Ellis Way
Cheshunt
Herts
EN7 5FB

St Mary's is committed to safeguarding and promoting the welfare of children and young people. A DBS check will be carried out

HEALTH

If an offer of the post is made, you will be subject to medical clearance