



Job Application Form (Support Staff)

Post Applied for:	
School (s)	

PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

1 Personal details			
Surname:		Preferred Title:	
First name(s):		Previous surname:	
Home address:		Present address:	
		(if different)	
Post code:		Post code:	
Telephone (home):		Telephone (work):	
Telephone (mobile):		e-mail:	
Date of Birth:			
National Insurance No.:			

2 Current employment <i>(If you are not currently employed as a teacher please give details as appropriate)</i>			
Employer:			
Department:			
Address:			
Job Held:		Total annual salary:	
Date Started:		Date available to start:	
Are you still employed?	Yes/No	If No, date ended?	
Notice Required?:			
Teaching subjects:			
Reason for Leaving:			

Main duties of your job:

3 Previous employment details (Please list all your previous jobs with dates starting with the most recent. Include all periods of work experience, placements or voluntary work and period of non employment)

[illegible]

4 Education/Qualifications (Please give details of your education including any professional qualifications, starting with the most recent attained)

[illegible]

5 Leisure interests *State briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.*

[illegible]

6 Membership of Professional Bodies		
Name of Institute/Professional Body	Current Level of Membership (eg Corporate)	Membership Number
Involvement (eg, attend Meetings)		

7 Training and Development Please include details of any training (eg courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date

8 References Give full details of two referees who may be approached now, one of whom must be your present or most recent employer. Relatives/friends are NOT acceptable. Email addresses are essential			
Name:		Name:	
Status:		Status:	
Establishment:		Establishment:	
Address:		Address:	
Telephone:		Telephone:	
e-mail:		e-mail:	
<i>If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.</i>			

9 Other information	
From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details:	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

10 Rehabilitation of offenders act	
<i>This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applications are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' and in the event of appointment, failure to disclose such convictions could result in dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.</i>	
Have you ever been convicted of a criminal offence by a Court of Law?	Yes/No
If yes, please attach details in a sealed envelope, including the offence and the date:	

11 Declaration
I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

YOU NOW NEED TO COMPLETE THE PERSON SPECIFICATION FORM