**SUPPORT STAFF APPLICATION FORM**

**Application for the post of:** ………………………………………………………………………………………………………..

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Forename(s) | Surname | Any Previous Names |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address | Telephone – Day | Telephone - Evening |
|  |  |  |
| Telephone – Mobile |
|  |
| Email: |

If you have lived at the above address less than 5 years, please list all other addresses at which you have lived during this period with dates:

|  |  |
| --- | --- |
| Address | Dates |
|  |  |
|  |  |
|  |  |

Date of Birth**1**: …………………………………………………………

National Insurance No: …………………………………………………………

Do you need a work permit? Yes 🞎 No 🞎

If so give details, including expiry date: ………………………………………………………………

Do you hold a full current UK licence? Yes 🞎 No 🞎

Please state where (or how) you first ………………………………………………………………

learned of this vacancy:

**PRESENT OR MOST RECENT EMPLOYMENT**

Are you Presently Employed: Yes 🞎 No 🞎

**If no, please proceed to the next section.**

Name and Address of Employer: ……………………………………………………………………………………….

 ……………………………………………………………………………………….

Post Title: ……………………………………………………………………………………….

Present / Most Recent Salary: ……………………………………………………………………………………….

Date of Appointment: ………………………… Permanent or Temporary: …………..

Notice Required: …………………………

Main duties and responsibilities of your current or most recent post:

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

Reason for Leaving: …………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………….

Are you a member of the Local Government Pension Scheme? Yes 🞎 No 🞎

**OTHER EXPERIENCE**

Please list previous posts, starting with the most recent. Please include all full-time, part-time and voluntary work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Full or Part Time | Responsibilities | Dates From / To | Reason for Leaving |
| Month | Year |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here, with dates. The information provided in this form MUST provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |

**POST-11 EDUCATION AND TRAINING**

Please give details of any qualifications you have obtained in this country or abroad, in chronological order starting with the most recent. Please include any post-graduate or professional / vocational qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment AttendedFull Name & Address | Full or Part Time | Qualifications, Date award made & Awarding Body | Dates Attendedincl. Month / Year |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**GENERAL EXPERIENCE AND FURTHER INFORMATION**

Please provide a written statement, no longer than 2 sides of A4, telling us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. Short-listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job description for this post. You may wish to list your experience under sub-headings according to the selection criteria.

|  |
| --- |
|  |

**REFERENCES**

Please give details of two referees. If you are working or have just finished working, one referee should be your present/most recent employer. If you are in, or have just finished, full-time education, one referee should be from your school or college. We may also take up references from any of your past employers and may also follow up written references by phone.

References will not be accepted from those writing solely in the capacity of friends or from relatives. We will take up references before we interview you. **Please remember to insert a current email address**.

Name: …………………………………………………..… Designation: …………………………………………...............

Address:………………………………………………………………………………………………………………………………………………………..

Telephone:………………………………………………… Email: ………………………………………………………………….

Name: …………………………………………………..… Designation: ………………………………………….............

Address:……………………………………………………………………………………………………………………………………………………...

Telephone:………………………………………………… Email: ………………………………………………………………..

Name: …………………………………………………..… Designation: …………………………………………............

Address:……………………………………………………………………………………………………………………………………………………..

Telephone:………………………………………………… Email: ……………………………………………………………….

**Are you (or your spouse / civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body?**

Yes 🞎 No 🞎

If so, please give their name and state relationship: …………………………………………………………….

Failure to disclose such a relationship may lead to disqualification or dismissal without notice.

**RECRUITMENT MONITORING**

Please state where (or how) you first learned of this vacancy: ……………………………………………………………

**REHABILITATION OF OFFENDERS ACT 1974**

If you have been convicted of a criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you have any convictions, please complete the rehabilitation section in the Disclosure Form.

**DATA PROTECTION ACT 1998**

By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. ◻

**DECLARATION**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I understand that should my application be unsuccessful my records will be kept for a period of 6 months and then securely destroyed.

Signature: ……………………………………………………………………………..

Date: ……………………………………………………………………………..