



APPLICATION FOR EMPLOYMENT: SUPPORT STAFF		INTERNAL USE ONLY
POST:		Reference No <input type="text"/>
		Date Received <input type="text"/>
How did you hear about this vacancy?		

Please ensure that you complete all sections of the application form and return to the Principal. Please use black ink or typescript using block letters. Separate sheets of information may be attached where necessary. CV only accepted with a completed application form.

PERSONAL DETAILS	
Title:	Surname:
Previous Surnames:	All Forenames:
Address:	Home Telephone Number: <input type="text"/>
	Mobile Number: <input type="text"/>
	Business Number: <input type="text"/>
	Email address: <input type="text"/>
	National Insurance Number: <input type="text"/>
Post Code:	
Can you confirm that you are eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, is this eligibility temporary?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PRESENT EMPLOYMENT	
Job Title:	Telephone Number: <input type="text"/>
Employer's Name:	May we contact you on this number? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	Date employment commenced: <input type="text"/>
	Period of Notice: <input type="text"/>
	Basic Pay/Grade: <input type="text"/>
Post Code:	Other Pay: <input type="text"/>

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, part-time and voluntary work, as well as full-time employment. Give start and end dates, explanation for periods not in employment or education/training and reasons for leaving employment.

PREVIOUS EMPLOYER

Job Title or Position	Name and address of employer or description of activity	Dates						Reason for Leaving
		From			To			
		D	M	Y	D	M	Y	

QUALIFICATIONS

Secondary Education & Qualifications

Name of School/College	From	To	Qualifications gained with date

Further or Higher Education

(Any recognised qualifications or courses attended which are relevant to the job application)

Name and address of College or University or Awarding Body	From	To	Full or Part-time	Qualifications gained with date

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Membership Grade	Was membership gained through examination?	Where	Date

OUTSIDE INTERESTS/ACTIVITIES

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CRIMINAL OFFENCES

Please give details of any criminal offence(s) or pending criminal charge(s)

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You will be required to make an application to the Criminal Records Bureau for disclosure under the provisions of the Police Act (1997). If you are appointed, the Academy will confirm your identity and submit the application to the CRB, paying the necessary fee. The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of **all** convictions, including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions, reprimands, warnings, investigations or prosecutions pending. Failure to disclose any information required of you may result in disciplinary action or dismissal from the Academy. You will not be contracted to commence work until the disclosure record has been received and cleared. Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

From 12th October 2009, a new duty to share information was introduced under the Vetting and Barring Scheme. From that date employers have to notify the ISA of relevant information so that employees who pose a threat to vulnerable groups can be identified and barred from working with these groups. The Academy fully supports the ISA and will notify the Vetting and Barring Scheme if we consider it appropriate.

REFEREES

References will normally be taken up from your present/last Headteacher and/or present employer

Name:	Name:
Address:	Address:
Tel No and Email:	Tel No and Email:
Status:	Status:

Summary of experience, skills, knowledge and competencies

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the person specification. Please use additional paper if necessary.

Are you, to your knowledge, related to any employee or governor at the Academy? Yes No

NAME:	POSITION:
RELATIONSHIP:	

Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.

DECLARATION

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1998. I have also understood and complied with the provision concerning the disclosure of criminal convictions.

SIGNATURE OF APPLICANT: _____ **DATE:** _____