

SUPPORT STAFF APPLICATION FORM

VACANCY DETAILS			
Job Title:		How did you hear about this vacancy?	
School:		Do you have a UK driving licence and access to a vehicle (please note this is not required for all roles)	Yes/No
PERSONAL DETAILS			
Surname:		Forenames:	
Previous surname:		Preferred forename:	
Address:		Title – Mr/Mrs/Miss/Ms/Dr:	
		Date of birth: (for safer recruitment checks we require candidates to provide their date of birth)	
		Home phone no.	
		Mobile phone no.	
Postcode:		Email:	
NATIONAL INSURANCE NUMBER			
ELIGIBILITY TO WORK IN THE UK			
Do you have permission to work in the UK? (Yes or No)		If you currently have a visa to work in the UK, please provide more details: Type of visa: Date of expiry:	
If no, please give details:			

CURRENT/MOST RECENT EMPLOYMENT			
Employer's name and address		Your job title:	
		Current salary:	
		Date appointed:	
		Notice period:	
Main duties:			
Reason for leaving			
May we contact you at work if necessary? (Yes or No)			

EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT HISTORY SINCE LEAVING SCHOOL (most recent first)

We reserve the right to obtain references or to contact previous employers in addition to your named referees.

Please explain any gaps in your employment history.

<i>Employer's name and address, telephone number and email</i>	<i>Job title and brief description of duties</i>	<i>Date from/to DD/MM/YY</i>	<i>Reason for leaving</i>

Please continue on a separate sheet if required

REFERENCES

Referees named on this form must be your current (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s) / Head Teacher or a suitable professional. **We will contact referees prior to interview.**

CURRENT (MOST RECENT) EMPLOYER - Please note, this must be a Headteacher/Principle if applying from a school/college	PREVIOUS EMPLOYER - Please note, this must be a Headteacher/Principle if applying from a school /college
Name (title, forename, surname)	Name (title, forename, surname)
Capacity known to you	Capacity known to you
Organisation	Organisation
Email:	Email:
Telephone Number:	Telephone Number:
Address:	Address:

SUPPORTING STATEMENT

The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying. Please refer to the criteria outlined in the person specification and respond in the order that each criteria point appears.

QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Qualifications and professional memberships obtained (including HLTA status if applicable, please include GCSE, AS/ A Level and Degree results)

Dates	Other training / short courses

Please continue on a separate sheet if required

Are you related to a School Governor or employee of the Southern Education Trust? (Yes or No):

If 'yes' please provide Name: _____ Relationship: _____

All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask School Governor or employee of the school to use their influence to help you get a job.

If selected for interview you must, at that stage, make known any personal or business relationship that may conflict with the role applied for.

DATA PROTECTION LEGISLATION

The information you have provided will be held in compliance with the Data Protection Act 1998.



DECLARATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the post. I understand that it is an offence for a person to a) seek to engage in regulated activity, b) offer to engage in regulated activity, or c) engage in regulated activity, if the person is barred.

Signature: _____ Date: _____

