

**PATE’S GRAMMAR SCHOOL**

**APPLICATION FORM – SUPPORT STAFF**

**POSITION APPLIED FOR: CLOSING DATE:**

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

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Prefix:Surname / Family Name: |  |
| Any previous Surnames/Family Name: |  |
| Forename: |  |
| Address: |  |
| Telephone Number (Home):Telephone Number (Mobile):Email Address: |  |
| National Insurance Number: |  |

**CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Employers Name:Department / Section: |  |
| Address: |  |
| Position Held:Salary:Grade: |  |
| Date Started:Are you still employed: If Yes please indicate amount of notice:If No please indicate date employment ended: |  |
| Please give a brief description of your main duties: |  |

**PREVIOUS EMPLOYMENT**

Please list all your previous jobs with dates to the nearest month, starting with the most recent. You should include all periods of work experience, work placements or voluntary work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started | Date finished  | Name & Address of Employer | Job Title | Reason for Leaving |
|  |  |  |  |  |

**EDUCATIONAL QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

|  |  |  |
| --- | --- | --- |
| Dates Attended (from and to) | Name(s) and address(es) of Secondary School/College/Other | Qualification |
|  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| Name of Institute / Professional Body | Current Level of Membership (eg Corporate) | Membership Number |
|  |  |  |
| Please give details of your involvement with these bodies (eg attendance at meetings) |

**TRAINING AND DEVELOPMENT**

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

|  |  |
| --- | --- |
| Date | Type of Training/Development |
|  |  |

**KNOWLEDGE, SKILLS AND ABILITIES**

Completing this section is essential for us to assess your application properly. Remember to include relevant experience/skills you have gained outside of paid work, for example voluntary and community work

|  |  |
| --- | --- |
| Date | Activity |
|  |  |

**EQUALITY ACT 2010**

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working arrangements or the working environment provided it is reasonable in the circumstance to do so

Do you have a disability you wish us to know about at this stage? **YES or NO**

|  |
| --- |
| To assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making: |

**REFERENCES**

Please name at least two referees, one of whom must be your present or most recent employer. References will be taken up after shortlisting and before interview. You will also be required to complete a Self-disclosure Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (specify relationship) | Occupation | Address | Telephone Number | Email Address |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**REHABILITATION OF OFFENDERS ACT 1974**

Your appointment will be subject to a clearance report from the police. Successful applicants will be required to complete a DBS form and a Self-disclosure form. If these forms are not completed, your appointment will not be confirmed

**DECLARATION**

I accept, that if any of the enclosed information is found to be untrue after my appointment, I may be liable for dismissal without notice

**SIGNED:**

**PRINT NAME:**

**DATE:**

Please put a X in this box to indicate that your submission of this form by email indicates that you certify the information given above and overleaf is correct and to the best of your knowledge.

Pate’s Grammar School operates under the guidance of GDPR and all data processed is done so in accordance with GDPR best practice

When complete this form should be emailed to: jobs@patesgs.org

Mr Russel Ellicott

Head Master

Pate’s Grammar School

Princess Elizabeth Way

Cheltenham

GL51 0HG