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| school logo | **Job Application Form**  **Associate Staff Posts**  *Confidential* |

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. | | |
| Please return your completed form to: | The Abbey School  Menin Way  Farnham, Surrey GU9 8DY  Email: recruitment@abbey.surrey.sch.uk | Ref. No. *(Office Use Only)* |
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| The deadline for receipt of completed applications is: |  | |

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| **Details of Post Applied For:** | |
| Job Title |  |
| Job Reference Number (if any)  How did you hear about this vacancy? |  |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** | | | | | | | | | |
| Title |  | First Name(s) |  | | | | | Surname |  |
| If you have previously been known by another name, please specify: | | | |  | | | | | |
| Address | |  | | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | |
| Daytime Contact Number: | | |  | | | | |
| Evening Contact Number: | | |  | | | | |
| Mobile Number (if different): | | |  | | | | |
| Email Address: | | |  | | | | |
| Do you currently have the right to work in the UK? | | | | | YES | NO | If no, please specify your circumstances below: | | |
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| **Education and Qualifications:** | | | |
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examination Results or Award |
| From (Month/Year) | To (Month/Year) |
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| **Professional Development:** | | | | |
| Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. | | | | |
| Course Title | Course Provider | Dates Attended | | Award (if any) |
| From (Month/Year) | To (Month/Year) |
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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **Employment History:** |
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

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| Employer’s Name and Address | Dates Employed From and To (Month/Year) | Position Held | Salary and Benefits | Reason for Leaving |
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| **Periods When Not Working:** | | | | | | |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | | | | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason | | | | |
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| Have you lived abroad for more than three months within the last five years? | | | YES | NO | | If yes, please specify dates and countries below: |
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| If you have lived abroad for more than three months within the last five years, do you have a certificate of good conduct from that country? | | | YES | NO | Not Applicable | |
| Please specify the countries you have a certificate for below | | | |
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| **Statement of Application:** | | | | | | | | | | | |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. | | | | | | | | | | | |
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| **Referees:** | | | | | | | | | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as your referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | | | | | | | | | | |
| **Referee 1** | | | | | | **Referee 2** | | | | | |
| Title (Miss/Mr etc) | | | | |  | Title (Miss/Mr etc) | | | | |  |
| Name |  | | | | | Name |  | | | | |
| Occupation | | |  | | | Occupation | | |  | | |
| Address | |  | | | | Address | |  | | | |
| Tel. Number | | | |  | | Tel. Number | | | |  | |
| Fax Number | | | |  | | Fax Number | | | |  | |
| Email Address | | | |  | | Email Address | | | |  | |
| In what capacity do you know the referee? | | | |  | | In what capacity do you know the referee? | | | |  | |

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| **Reasonable Adjustments to the Shortlisting Process:** |
| We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |
| **Note:** Applicants will be subject to an online search if shortlisted. The search isn’t part of the shortlisting process itself, and you will have a chance to address any issues of concern that come up during the search at interview. |

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| **Declaration of Relationships:** | |
| Are you related to, or do you have a close personal relationship with an existing member of staff or member of the board of governors? | YES / NO |
| If YES, please provide below his/her name and role, and state your relationship: | |
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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. | | | | | |
| Signature of Applicant |  | Date |  | | |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.  **Thank you for your application.** | | | | | |
| **Retention of Application Forms:** As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | | | | YES | NO |
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