

**Application form – Support Staff**

**VACANCY DETAILS**

|  |  |
| --- | --- |
| Job Title |  |
| School |  |
| Where did you first hear about this job? |  |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Forename(s): |  |
| Address: |  | Title (Mr, Mrs, Miss, Ms, Dr, other): |  |
| Town: |  | Telephone No (Mobile): |  |
| County: |  | Telephone No (Home): |  |
| Postcode: |  | Email address:  |  |

**EDUCATION**

Provide details of your education history, starting with your most recent/current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Institution(s) attended | Dates | Education type (e.g. Degree) |
|  |  |  |

**QUALIFICATIONS /TRAINING**

Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Type/Level | Course Subject | Date Obtained |
|  |  |  |

**EMPLOYMENT HISTORY**

Please provide details of your employment history, starting with your most recent/current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for leaving |  |
| Address of employer |  |
| Brief details of duties and responsibilities |  |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for leaving |  |
| Address of employer |  |
| Brief details of duties and responsibilities |  |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for leaving |  |
| Address of employer |  |
| Brief details of duties and responsibilities |  |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for leaving |  |
| Address of employer |  |
| Brief details of duties and responsibilities |  |
| Employer |  |
| Job Title |  |
| Start Date |  | End Date |  |
| Reason for leaving |  |
| Address of employer |  |
| Brief details of duties and responsibilities |  |

**PERSONAL STATEMENT**

Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification in the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary/community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary.

It is recommended that you use the headings provided to structure your statement. Please use a separate sheet if required.

|  |
| --- |
|  |

**REFERENCES**

Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference. References will be sought for shortlisted candidates and scrutinised prior to interview. **Please note that all references will be taken up prior to interviews.**

|  |
| --- |
| Referee 1 |
| Surname |  |
| Forename |  |
| Title |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Relationship to you  |  |

|  |
| --- |
| Referee 2 |
| Surname |  |
| Forename  |  |
| Title |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Relationship to you  |  |

**ADDITIONAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| Are you related to, or have a personal relationship with a Director/Governor or Employee of the School or Arden Forest C of E MAT? | Yes | No |
| If yes please provide details |
|  |
| Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for. |
|  |

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website

**DECLARATION**

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre employment checks including but not limited to satisfactory a)Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical clearance e) Proof of eligibility to work in the UK f) Proof of qualifications and registrations. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |