

# Support Staff Application Form

This form must be filled in by the Candidate in BLACK ink in his/her own handwriting and returned in accordance with the instructions contained in the advertisement or form of notification. Applicants will be shortlisted, interviewed and selected by the Governors of the school.

Post applied for:

Closing Date:

Where advertised:

PLEASE USE BLOCK CAPITALS FOR THIS SECTION

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| **PERSONAL** | Family / Surname Title |
| First Name(s) |
| Home address  Postcode |
| Day Telephone No.  Evening Telephone No.  Mobile No. |
| E-Mail |
| National Insurance No. CRB No. |
| If you do NOT wish to be contacted on day telephone – tick here If you do NOT wish to be contacted on evening telephone – tick here |

# ONCE COMPLETED, PLEASE RETURN THIS FORM TO:

Daxa Panchal, Claremont High School Academy, Claremont Avenue, Kenton, Harrow, HA3 OUH

Tel: 0844 850 0093 Fax: 020 8204 3548 E-mail admin@claremont-high.org.uk

*Please note*

*The Application Form itself must be completed*

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| If you wish us to acknowledge receipt of your application, please enclose a stamped self-addressed envelope and tick here : |

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| **EMPLOYMENT HISTORY** | Please give details of your employment history, starting with your current or most recent employer. | | | |
| Employer Name and Address | Type of Business | Dates of employment | Job title, major duties and responsibilities.  Include pay and benefits for current job only. |
| Current Post / or most recent Post |  |  |  |
| Previous Posts |  |  |  |

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| **OTHER EXPERIENCE** | Please give details of any other experience that you consider to be relevant to this application, e.g. voluntary or unpaid work, community work or experience/skills acquired outside of employment. | |
| *Dates* | *Type of Experience* |

***You are required to produce your Qualifications at the interview***

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| **Education and Qualifications** | Please give details of your education and qualification obtained. This includes any qualifications you are studying for now.  Primary school details are not required. | | | |
| Educational Establishment | Name of Course | Date completed | Qualifications and Levels attained |
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| **TRAI NING** | Please give details of training that you have had that is relevant to your application for this job.  Include on the job training and formal training courses in addition to those in the section above. | | |
| Dates | Training / Course direction | Programme / Course Title and brief description |
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| **PERSONAL STATEMENT** | Please explain below why you feel you are suited to this job. Show how your experience and achievements relate to the skills, abilities and knowledge required for the job, as outlined in the Job Description*. Please* *continue on a separate sheet if you wish.* |
|  |
| **GENERAL** | How many sick days have you had over the last 2 years.  *If more than 12 days please comment.*  Are you registered disabled? YES NO  If YES, please provide your registration number ................................................... YES NO    Are you required to have an UK Visa / Work Permit ? YES NO    If YES, do you have a valid Visa / Work Permit ? YES NO |

## **You are required to produce your Passport at the interview**

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|  | All references must be from UK Residents only  Please give details of two referees resident in the UK of whom confidential enquiries may be made.  One referee should be from your current or most recent employer or your current educational establishment.  References are normally taken up before interview as part of short-listing potential candidates. |
| **REFERENCES** | 1. NAME, Style and Title  Status:  Address:  Tel: Fax:  Email:  *Please indicate if you do not want your referee to be contacted prior to offer*  2. NAME, Style and Title  Status:  Address:  Tel: Fax:  Email:  *Please indicate if you do not want your referee to be contacted prior to offer* |

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| --- | --- |
| **Personal Interest** | Do you know or are related to any employee, past or present, of Claremont High School  If yes, please give brief details. **YES / NO**  I was a student at Claremont, I am familiar with teachers and ex students **YES / NO**  Do you have an interest in any company or organisation that could be considered a conflict of interest **YES / NO**  If YES, please give brief details. |

**CONVICTIONS**

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|  | By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, spent convictions, cautions or bindings-over MUST be disclosed. Please therefore give details below of any criminal convictions, cautions or bindings-over. If you have had no convictions, cautions or bindings-over, please write NONE. Candidates are assured that information regarding spent convictions, cautions or bindings-over will not necessarily disqualify them from consideration. In the event of employment, any failure to disclose such convictions, cautions or bindings-over may result in summary dismissal or disciplinary action by the /Governors. |

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| --- | --- |
| **Declaration** | Please check all the information provided by you on this Application Form is accurate.  **All information will be treated in the strictest confidence and will be used only for this job application.** |
| When could you take up your duties if appointed ?  I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information or providing deliberate false information may result in disciplinary action being taken.  Signature of Candidate : ……………………………………………………………………………………………………….  Date : ……………………………………………………………………… |







### claremont avenue, kenton, harrow, ha3 ouh

Tel 0870 350 0093 Fax 020 8204 3548

E-mail admin@claremont-high.org.uk

#### headteacher f.t. molloy