

**Support Staff**

**Application Form**

**POST APPLIED FOR:**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **For guidance on completing this form, please look at the Guidance Notes – Support Staff document**

**All sections must be completed.**

**PERSONAL DETAILS**

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| --- | --- |
| **Surname/Family Name:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address**:  | **Date of Birth:** |
|  | **Email:** |
|  | **Telephone (Home)** |
|  | **Telephone (Work)** |
| **Post Code**: | **Telephone (Mobile)** |
|  |
| **CURRENT OR MOST RECENT EMPLOYMENT** |
| **Employer’s Name:** |
| **Department/Section:** |
| **Address:** |
| **Job Held:** | **Grade:** | **Salary:** |
| **Date Started:** | **Are you still employed? Yes/No**. |
| If **YES,** amount of notice required  | or, if **NO,** the date employment ended: |
|  |
| **Brief description of the main duties of your job:** |
| : |

**PREVIOUS EMPLOYMENT DETAILS**

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 and periods when you were not in employment.**

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| **From** | **To** | **Name and Address of Employer** | **Job Title** | **Reason for Leaving** |
|  |  |  |  |  |

**EDUCATION / QUALIFICATIONS**

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

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| --- | --- | --- |
| **Dates attended****From / To** | **Name(s) and Address(es) of Secondary School / College /****University or other** | **Qualifications gained - including****level / grade and date achieved** |
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| **LEISURE INTERESTS** |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- | --- |
| **Name of Institute/Professional Body** | **Current Level of Membership (e.g. corporate)** | **Membership Number** |
|  |  |  |
| Please give details of your involvement with these bodies (e.g. attendance at meetings) |

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| **TRAINING AND DEVELOPMENT** |
| Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date. |
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**REFERENCES**

Please give the names, addresses (including email) and status of two referees who may be approached now. **References from friends or relatives are not acceptable.**

(If you are currently employed as a teacher, one referee **must** be your present Headteacher / Principal).

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| --- | --- |
| **1) Name:** | **Status:** |
| **Address:** |
| **Email:** |
| **Telephone:**  |
|  |
| **2) Name:** | **Status:** |
| **Address:** |
| **Email:** |
| **Telephone:** |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

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| **From what source did you learn of this vacancy?**  |
| **Are you a relative or partner of any employee or governor of the Academy?**  | Yes/No |
| **If yes**, please give details:  |
| **Has someone else completed this form on your behalf?**  | Yes/No |
| **If yes**, please provide the person’s name and an explanation: |

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| I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. |
| **Signature:** |
| **Date:** |

**Criminal Records Check**

If you are appointed, you will be required to complete a disclosure application that will be sent to the Criminal Records Bureau. The CRB will provide a report to you and to the Academy on whether you have any history of criminal convictions, including cautions and bind overs. All posts in Academies are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

Please note that In line with the Vetting and Barring Scheme (VBS) it is also now a legal requirement that all staff are checked against the ISA Barred List *before* they may commence work.

**YOU NOW NEED TO COMPLETE THE**

**PERSON SPECIFICATION FORM BELOW**



**Person Specification Form**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |

* It is essential that you complete and return this form, please use supplementary sheets if there is insufficient space for any entry
* This form is your chance to show us how well you can do this job
* Remember just saying you can do it is not enough; we need an example.
* You can use examples from work, school, college, hobbies, voluntary work or daily life.

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| **Example:** Ability to prioritise workload |
| In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager. |

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| **SKILLS AND ABILITIES** |
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| **EXPERIENCE** |
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| **KNOWLEDGE** |
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| **Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.** |
| **Signed :** | **Date**: |