

**EDUCATION SERVICES**

**JOB APPLICATION FORM**APPOINTMENTS - NON TEACHING

**Please write in capital letters in Black Ink or type. Please do not include CV.** Application for the post of: ............................................................................................................. Name of School/College: ............................................................................................................... Reference No: ................................................................................................ (For Office Use only)



Surname: .................................................................... Forename(s): ..........................................  
Address: .........................................................................................................................................  
........................................................................................................................................................  
..................................................................................................... Postcode: ................................  
Home Tel: .................................................. Daytime/Work Tel: ....................................................



|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School/College/University | Examination taken or to be taken | Date | Result  (with grades) |
|  |  |  |  |

1



Please list below any Institution or Society of which you are a member, the class of membership, the date obtained and state if by examination.



Name of Employer: ........................................................................................................................  
Address of Employer: ...................................................................................................................  
........................................................................................................................................................  
........................................................................................................................................................  
Post Code: ..................................................... Employer’s Tel No: ................................................  
Post Held: ................................................................................ Salary/Grade: ..............................  
Date of Appointment: .............................................................. Notice Required: ...........................  


*(Please give your complete employment history and continue on a separate sheet if necessary.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | Post Held & Grade | Name and Address of Previous Employers | Reason for leaving |
| From | To |  |  |  |
|  |  |  |  |  |

2



|  |  |  |  |
| --- | --- | --- | --- |
| Time Input | Position Held | Organisation | Brief details of duties (can be expanded in next section) |
|  |  |  |  |



Please read the Job Description and Person Specification carefully, then describe how your knowledge, skills and experience relate to this post. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. (Do not use more than two sides of A4 as continuation sheets.)

3



Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Position held: | Position held: |
| Telephone:  Email: | Telephone:  Email: |
| May your referee be approached prior to interview? | May your referee be approached prior to interview? |
| Yes / No | Yes / No |



1. The applicant should state whether to his/her knowledge, he/she is related to any member of, or to the holder of any senior office under, the County Council, or to any governor of the school.
2. This document is subject to medical clearance and to national procedures for the disclosure of criminal background of those with access to children, which will be checked by the Criminal Records Bureau. Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, Section 4 (2) of the Rehabilitation of Offenders Act 1974 does not apply to this question. You are **not** entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the act. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. A criminal conviction does not preclude consideration for employment.

3. Please give brief details of any absences of three days or more which you have had in the last five years due to sickness(please use an additional sheet if necessary)

………………………………………………………………………………………………………. ……………

4. Date on which applicant could take up duty if appointed .......................................................................

5. I confirm that the information I have provided is correct.

**Signed:** ..................................................................... **Date:** ...................................

**FOR OFFICE USE ONLY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Not Shortlisted | Shortlisted | Interviewed | Unsuccessful | Offered | Appointed |
|  |  |  |  |  |  |

4 Ref: ES 9945/02



