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| **APPLICATION FOR EMPLOYMENT – SUPPORT STAFF** |

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| **APPLICATION FOR THE POST OF** |  |

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| **PERSONAL DETAILS** |

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| **FORENAME(S)** |  | | | **SURNAME** | | |  |
| **TITLE** |  | | | **NI NUMBER** | | |  |
| **ADDRESS** |  | | | | | | |
|  | | | | | | | |
| **POSTCODE** | |  | **EMAIL ADDRESS** | |  | | |
| **HOME TELEPHONE NO.** | |  | **MOBILE TELEPHONE NO.** | | |  | |

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| **EDUCATION AND TRAINING (most recent first)** | | | | |
| **NAME & ADDRESS OF SCHOOL / COLLEGE / UNIVERSITY ATTENDED** | **DATES** | | **QUALIFICATION GAINED** | **GRADE** |
| **FROM** | **TO** |
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| **TRAINING COURSE ATTENDED (most recent first)** | | **DATE(S)** | **TRAINING PROVIDER** | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | **BY EXAMINATION (Y/N)** | **GRADE OF MEMBERSHIP** | |
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| **CURRENT EMPLOYMENT** | | | |
| **EMPLOYERS NAME** |  | | |
| **JOB TITLE** |  | **DATE APPOINTED** |  |
| **CURRENT WAGE / SALARY / GRADE** |  | **NOTICE PERIOD** |  |
| **BRIEF DESCRIPTION OF DUTIES / RESPONSIBILITIES:** | | | |
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| **PREVIOUS EMPLOYMENT (most recent first)** | | | | | |
| **EMPLOYERS NAME / ADDRESS** | **JOB TITLE** | **BRIEF DESCRIPTION OF DUTIES** | **DATES** | | **REASON FOR LEAVING** |
| **FROM** | **TO** |
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Please use a continuation sheet if necessary

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| **IF THERE ARE ANY GAPS IN YOUR EMPLOYMENT / EDUCATION HISTORY PLEASE EXPLAIN THEM HERE** |
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| **STATEMENT OF APPLICATION:**  **Please use this space to explain your suitability for the post in terms of knowledge, skills and attributes** |
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Please use a continuation sheet if necessary

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| **LEISURE ACTIVITIES / OUTSIDE INTERESTS / VOLUNTEER WORK** |
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| **REFEREES**  **Please provide details of two referees of whom confidential enquiries may be made, one of whom should be your current (or most recent employer if not currently employed). If you have been with your current employer for less than three years you should give your previous employer as a referee. Please place an X in the box if you do not wish us to contact referees prior to interview.** | | | | | |
| **1.** |  | | **2.** |  | |
| **NAME** | |  | **NAME** | |  |
| **ORGANISATION** | |  | **ORGANISATION** | |  |
| **ADDRESS** | |  | **ADDRESS** | |  |
|  | | |  | | |
|  | | |  | | |
| **EMAIL ADDRESS** | |  | **EMAIL ADDRESS** | |  |
| **TELEPHONE NO.** | |  | **TELEPHONE NO.** | |  |
| **CAPACITY IN WHICH KNOWN TO YOU** | |  | **CAPACITY IN WHICH KNOWN TO YOU** | |  |

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| **REHABILITATION OF OFFENDERS ACT 1974 (as amended)** |
| Do you have any unspent convictions, cautions, reprimands or warnings?  **YES**  **NO**  If “YES” please enclose details |

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| **MISCELLANEOUS** | | | |
| **ARE YOU RELATED TO A GOVERNOR OR EMPLOYEE OF CORFE HILLS SCHOOL?** | | | **YES  NO** |
| **IF YES PLEASE GIVE DETAILS** | NAME |  | |
| RELATIONSHIP |  | |
| All forms of canvassing will automatically disqualify candidates from appointment (e.g. you must not ask governors or employees of Corfe Hills School to use their influence to help you get a job with the school). | | | |
| **Please give any dates you would NOT be available for interview:** | | | |
| **Where did you see this post advertised?** | | | |

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| **DECLARATION** | | | |
| **I certify that the information I have given is correct and I understand that should I make any false statement on this application, or should I wilfully conceal any material fact, I will, if appointed, be liable for dismissal.** | | | |
| **SIGNATURE:** |  | **DATE:** |  |
| **Please return this application form to:**  The HR Officer, Corfe Hills School, Higher Blandford Road, Broadstone, Dorset. BH18 9BG  Applications will also be accepted by e-mail to office@corfehills.net | | | |