Part B - Application for Support Staff Post

Please complete in black ink or type. If you are hand writing your application, please ensure that your writing is legible and attach additional sheets if necessary – making sure that your personal reference number (see below) is shown on each separate sheet.

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| **FOR OFFICE USE:**  **Invited for interview? YES / NO**  **Offered post? YES / NO** | |

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| **Confidential**  The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes. |

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| **Personal Reference Number:** so that we can identify the two parts of your application through out ‘blind shortlisting’ process, please create a personal reference number. An example is given to help you. | | | | |
| Guide | Initial of your first name | Initial of your last name | Day (from date of birth) | Month (from date of birth) |
| Example | J | C | 30 | 09 |
| **Your details here:** |  |  |  |  |

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| --- | --- |
| Academy applied to: |  |
| Post applied to (including reference number if applicable): |  |

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| If selected for interview, are there any dates when it would be impossible for you to attend? |  |

Employment History

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| Current or last employment | | | |
| Job Title: |  | Employer: |  |
| Salary: |  | Address: |  |
| Grade / Scale: |  |
| Full or part time? |  | Local Authority:  *(if applicable)* |  |
| Date started: |  | Date of leaving:  *(if applicable)* |  |
| Permanent or temporary? |  | Reason for leaving:  *(if applicable)* |  |
| When would you be available for work / what is your notice period in current job? |  | | |
| Please give a brief description of current duties / responsibilities | | | |
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| Previous employment  Please list **all** previous employmentin date order, starting with the most recent. This can include paid or unpaid work. Please include any breaks in employment, and add extra rows if necessary | | | | |
| Dates (mm/yyyy) | | Name of Employer | Position held and main duties | Reason for leaving |
| From | To |
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Education

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| --- | --- | --- |
| Please give details of your exam results from school / college / university here: | | |
| Subject / Level of Qualification | Grade | Year Awarded |
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Training and Qualifications

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| In addition to your education listed above, please show here that you have any other training and qualifications asked for in the person specification, including apprenticeships and membership of professional or technical bodies. Successful applicants may be required to provide proof of qualifications, and Co-op Academies Trust reserves the right to approach any number of education providers to verify the qualification stated. | Year Awarded |
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| If there are any gaps in your employment or education history which are not included above, please explain them here |
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| Are you, or have you ever been a Qualified Teacher?  If “yes”, you must complete this section even if you are not applying for a teaching post. | | | |
| Please give the full title of your QTS qualification: | | | |
| Have you fully completed your induction as a newly qualified teacher in the UK?  Yes [ ]            No [ ] | | | |
| DfE registered teacher number: |  | Date of recognition as a qualified teacher (QTS): |  |
| Use this space if you would like to add any further detail: | | | |

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| Additional information in support of this application  This is your opportunity to tell us about yourself and why you are applying for a post with Co-op Academies Trust, and our academy in particular. Please refer to the job description and person specification, and describe how your **experience, knowledge and skills** meet the requirements for this job, giving examples where appropriate. *Note: these may have been gained through either work, education, home or voluntary activities.*  You may also use this space to provide any other information you wish to add in support of your application. You must not exceed 1500 words (approx two and a half sides of A4 paper if using Arial 11). |
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