



Job Application Form for Support Staff Posts

The Academy Trust and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community

1. Post applied for
As advertised in on (date)

2. Surname Forename.....Date of Birth
Address (for correspondence)
..... Post Code
Contact No.e-mail:

3. Please give details of present position held with brief outline of duties:

Employer
Job Title Current Salary
Date of Appointment Notice Period

Main duties and responsibilities

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4. PREVIOUS APPOINTMENTS. Please also include any activities, not necessarily employment, where skills and experience were gained, eg voluntary work. Ensure you give details of any specific job related training such as apprenticeship and / or career focus placement

Employer / Agency	Dates	Posts Held

5. General Education - Please state qualifications attained with subjects, grades, awarding body and dates awarded

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6. (a) Further Qualifications ,e.g. vocational, professional, technical. Please state awarding body and dates awarded

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(b) Skills certificates, e.g. shorthand, first aid, bricklaying etc

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Note: candidates must bring evidence of such qualifications and/ or records of achievements (if appropriate) if called for interview

7. Details of Professional or Technical Institutes/Societies

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8. REFERENCES

Please state the names, addresses, telephone numbers and email of two persons from whom references may be obtained. One must be your current or most recent employer. A current employer will not be approached without prior permission until an offer of employment has been made. In the absence of previous employment experience, a reference from your last place of full- time education will be a suitable alternative.

1. 2.
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Can this reference be taken up immediately?
YES/ NO

Can this reference be taken up immediately?
YES/ NO

11. Have you left any previous job for reasons of redundancy or are you in receipt of an occupational pension? YES/NO
If yes, please give details, including dates, post held and employer.

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12. Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/
NO

If yes, please give details of dates and reasons.

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Answering yes will not necessarily prejudice your application.

13. Are you related to any member of the Academy Trust or member of the Governing Body of the school?

(If yes, please state relationship)

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**PLEASE READ CAREFULLY THE INFORMATION FOR CANDIDATES OUTLINED BELOW
AND ENSURE THE APPLICATION FORM IS SIGNED**

14. INFORMATION FOR CANDIDATES

- (i) Please submit a separate application for each post applied for. Unless stated in the job advertisement, completed application forms should be addressed to the Headteacher of the school.

- (ii) References must not be included with this application form.

- (iii) Please use the application form provided, continuing if necessary on additional sheets of paper, headed with your surname, initial and post applied for. Please do not send standard details of your own, i.e. in the form of a curriculum vita.

- (iv) Canvassing of Academy Trust members or Governing Body members will disqualify candidates.

- (v) You will receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful.

- (vi) The Academy Trust and Governing Body operate an Equal Opportunities policy in order to ensure that the talent and resources of **all** applicants is fully realised, regardless of sex, disability, marital status, creed, social standing, colour, race, ethnic origins, age or sexual orientation. No one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

- (vii) Current legislation requires the provision of documentary evidence (e.g. National Insurance No. etc) showing that you are entitled to work in the UK. Please note that you will be asked to provide this prior to appointment.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

15. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service check and satisfactory medical clearance and the provision of documentary evidence (eg NI Number) that shows I am entitled to work in the UK.

Signature Date