

HR Ref: _____

For office use only

Moordown St John's CE Primary School Support Staff Application Form

'A Christian community where commitment to educational excellence changes lives'

PLEASE COMPLETE IN BLACK INK OR TYPE.

Moordown St John's Church of England Primary School ('the Academy') will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, transgender and religious background. The Academy will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

Thank you for your application.

Job title _____ Post number (if applicable) _____

PERSONAL DETAILS

Surname _____ Forenames _____

Address _____ Preferred title _____ Mr / Mrs / Miss / Ms / Dr / Other _____

Daytime phone no. _____

Evening phone no. _____

Mobile phone no. _____

Post code _____ e-mail _____

If you are selected for interview, how would you like to be contacted? e-mail Letter

NATIONAL INSURANCE NUMBER

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ELIGIBILITY TO WORK IN THE UK

Do you have permission to work in the UK? Yes No

If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK:

POSITIVE ABOUT DISABILITY

The Academy is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the recruitment criteria for appointment will be offered an interview.

If you consider that the provisions of the Disability Discrimination Act 1995 apply to you, please tick here.

If you require assistance at any stage of the process, please contact the Admin & Personnel Manager or provide details below:

REFERENCES

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, eg the name of your Course Tutor(s)/Headteacher or a suitable professional.

It is our policy to contact referees prior to interview wherever possible.

Do you give permission for your references to be taken up prior to interview? YES / NO

PRESENT (MOST RECENT) EMPLOYER	PREVIOUS EMPLOYER
Name _____	Name _____
Capacity known to you _____	Capacity known to you _____
Organisation _____	Organisation _____
Address _____	Address _____
Telephone no. _____	Telephone no. _____
e-mail _____	e-mail _____

Employment History

CURRENT/MOST RECENT EMPLOYMENT

You do not need to repeat these details in the Previous Employment section.

<u>Employer's name and address</u>	<u>Your job title</u>	
<hr/>	<u>Grade</u>	<u>Current salary</u>
<hr/>	<u>Date appointed</u>	<u>Notice period</u>
<hr/>		

Main duties

Reason for leaving

May we contact you at work if necessary? Yes No Contact no.

PREVIOUS EMPLOYMENT

Please indicate with a ✓ in the last column, your consent for additional references to be taken up at the discretion of the Academy. (This will only be done in specific circumstances)

Employer's name and address (Most recent first)	Job title and brief description of duties	Date From/to	Reason for leaving	✓

Please continue on separate sheet if required.

Supporting Statement

SUPPORTING STATEMENT

Please use the space below to outline how you feel you meet the criteria of the job you are applying for.

Please structure your statement as follows:

- Start with how you feel you meet each of the criteria – detailing any relevant skills, experience or training you have. Please address each point in the Person Specification in order.
- In a separate paragraph(s), please include any other detail that you feel is relevant to your application.
- If additional space is required, please continue on a separate sheet, ensuring that your name and the title of the job you are applying for is clearly marked at the top of the sheet.

Please complete this section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

Education/Training

EDUCATION/QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Dates	Name of school/college/university/awarding body/grade of membership	Qualification obtained including grade and level (If shortlisted, you will be required to provide proof of any relevant qualifications)

OTHER TRAINING/SHORT COURSES

Dates	Course title and duration

Please continue on a separate sheet if required.

Are you related to or well known to a Member/Director of the Board or to a member of staff?

Yes

No

If 'yes', please provide Name _____

Relationship _____

All forms of canvassing may disqualify candidates from appointment, e.g. you must not ask a Member/Director of the Board or employee of the Academy to use their influence to help you get a job.

Please state how you heard about the position _____

DATA PROTECTION LEGISLATION

The information you have provided will be held in compliance with the Data Protection Act 1998.

If you have previous Local Government service or other service which counts as continuous, the Academy will seek confirmation from your last Authority of your date of employment for continuous service purposes, in the event of you being offered a post. You are deemed to have given your consent by signing this application form.

CERTIFICATE OF INFORMATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory recruitment clearances including enhanced clearance through the Disclosure and Barring Service.

Signature _____

Date _____

Please return your completed application form to:
n.armstrong@st-johns.bournemouth.sch.uk

or

Nicky Armstrong
Admin & Personnel Manager
Moordown St John's CE Primary School
Vicarage Road
Bournemouth BH9 2SA

