



Simon Balle All-through School

Application Form

Support Staff

Post Applied for

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

PERSONAL DETAILS (block capitals please)

Surname	Preferred Title
First Name(s)	Previous Surname (if applicable)
Home Address	Email
	Telephone (Home)
	Telephone (Work)
Post Code	Telephone (Mobile)

CURRENT OR MOST RECENT EMPLOYMENT

Employer's Name

Address

Job Title

Grade

Salary

Date Started

Are you still employed?

Yes/No

If **YES**, amount of notice required

or, if **NO**, the date employment ended:

Brief description of the main duties of your job

PREVIOUS EMPLOYMENT DETAILS

Please list all your previous jobs with dates to the nearest month starting with the most recent (you should include all periods of work experience, work placements or voluntary work and periods when you were not in employment).

From	To	Name and Address of Employer	Job Title	Reason for Leaving

EDUCATION/QUALIFICATIONS

Please give details of your education including any professional qualifications, starting with the most recent attained.

Dates Attended		Name of Secondary School/College/University or other	Qualifications gained		
From	To		Level and Subject (eg GCSE English)	Grade	Date achieved

LEISURE INTERESTS
Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

MEMBERSHIP OF PROFESSIONAL BODIES		
Name of Institute/Professional Body	Current Level of Membership (eg corporate)	Membership Number
Please give details of your involvement with these bodies (eg attendance at meetings)		

TRAINING AND DEVELOPMENT
Please include details of any training (eg courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

REFERENCES

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer. References from friends or relatives are not acceptable.**

1) Name	Status
Address	
Telephone	Email
2) Name	Status
Address	
Telephone	Email

If you are known to the referees by another name (eg previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation	

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature

Date

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose SAE)

**YOU NOW NEED TO COMPLETE THE ENCLOSED
PERSON SPECIFICATION FORM**



PERSON SPECIFICATION FORM

Name:	
Job Title:	

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

Complete this form using supplementary sheets if there is insufficient space for any entry

- It is essential that you complete and return this form
- This form is your chance to show us how well you can do this job
- Remember just saying you can do it is not enough; we need an example
- You can use examples from work, school, college, hobbies, voluntary work or daily life.

Example: Ability to prioritise workload
--

In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, eg when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

SKILLS AND ABILITIES

--

--

EXPERIENCE

--

KNOWLEDGE

Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Signed :

Date: