



The Elizabeth Woodville School
Application for Support Staff Appointment

Application for the post of

School

Please indicate where you saw the advertisement for this position:



1 PERSONAL DETAILS

Surname

First Name(s)

Title (Mr, Mrs, Miss, Ms etc)

Preferred Name

Address

Telephone Numbers

Home

Business

Mobile

Post Code

email address

Are you aged 16 or over

☐ Yes

☐ No

2 CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer

Address

Post Code

Telephone Number

Position held

Date appointed

Notice required

Salary/Wages £

Please give a brief description of the main duties of this post:

3 PREVIOUS EMPLOYMENT

Start with your most recent job. You should include all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You may be asked to explain the gaps.

Name of employer/organisation and full address	Job Title	From Month/Year	To Month/Year

We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied

4 EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained. This should include any qualifications which you are studying for now. You will be required to prove you have obtained the qualifications you have listed.

Secondary School/College/University/Institute	Qualifications and grades achieved

5 TRAINING AND MEMBERSHIPS

Please give details of any training you have had which you feel is relevant to the job you are applying for. Include any on-the-job training as well as formal training courses. There is no need to mention any courses listed in section 4.

Title of training programme/course and brief description	Date (approx) started/completed
Membership of Professional Association and Level	Dates

6 ADDITIONAL INFORMATION

Disabilities

The Council wishes to encourage people with disabilities to apply for jobs.

If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post you will receive an interview.

Please tick here if you have a disability ☐

You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.

In relation to any disability, would you require special facilities or assistance at interview?

Yes ☐ *If yes please give details* No ☐

Working in the UK

Do you require a work permit to work in the UK? Yes ☐ No ☐

If yes, please give the date that your current work permit expires (DD/MM/YYYY):
(A copy of the permit will be required for successful candidates)

Please provide your National Insurance Number:

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7 SUPPORTING STATEMENT

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

*Please
leave
blank*

Please explain below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification.

Please continue on a separate sheet if necessary

Certain restrictions apply to the appointment to the same establishment of the County Council of persons who are closely related to existing members of staff. Are you closely related to any person employed in the Education Service in Northamptonshire? If so, please indicate the name and position of the person in question.

9 CRIMINAL CONVICTIONS

This appointment is excluded from the Rehabilitation of Offenders Act 1974. Applications must declare any convictions which for other purposes are "Spent" and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law Yes ☐ No ☐

If yes please attach a separate sheet detailing the offence(s) with dates

Signed:

Date:

A REFEREE DETAILS

Name

Position

Address

Postcode

Email

Telephone Number

B REFEREE DETAILS

Name

Position

Address

Postcode

Email

Telephone Number

Name by which you were known to your referee(s) if different from now

References may be requested prior to interview, for those candidates shortlisted.

May we contact your present employer if you are shortlisted? Yes ☐ No ☐

If you have indicated NO above, *please note that references will be required if you are the preferred candidate after interview.*

Please complete declaration over the page.

10 DECLARATION

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Governing Body of the school will be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any elected Councillor or employee of the County Council in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signature:

Date:

Print Name: