

Application for Appointment to a School Support Post

Please complete in **Black Ink** and in **BLOCK CAPITALS**

1 Post Information

Position applied for:	
Name of School:	

2 Personal Details

Title and full name:			
Previous surname (if applicable):			
Address:			
		Post Code:	
Telephone no.:			
Mobile no.:			
Email:			
National Insurance no.:			

3 Current or Most Recent Post Details

Position held:			
Salary:		Full or part time:	
Date from (mm/yyyy):		Date to (mm/yyyy):	
Name and address of employer:			
		Post Code:	
Nature of business:			
Name of supervisor:			
Notice period:		Reason for leaving:	
Describe your duties and responsibilities:			

5 Essential and desirable criteria - see Person Specification (M23)

The employee specification which we have provided with the job description gives details of the essential and desirable attributes of our ideal candidate. Please state clearly how you meet each of the criteria in the person specification.

6 Your reasons for applying for this post

Please provide the reasons why you have applied for this role.

7 Education: Establishments where you have studied

In date order, beginning with the most recent

Dates attended		Name of school, college or university
From	To	

8 Education: Qualifications you have achieved

You must complete this section if the person specification (M23) includes a standard of education or qualification as being essential or desirable. You may include relevant education, training courses, or professional membership.

Type of qualification and level	Subject taken and examining or accrediting board	Grade or mark Date (year)

9 References

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One must be your current or most recent employer.

N.B. if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.

First referee - current or most recent employer		Second referee	
Name		Name	
Position		Position	
Address		Address	
Telephone no.		Telephone no.	
Email		Email	
Name of employer		Name of employer	
In what capacity does the referee know you		In what capacity does the referee know you	
<p>Please note that, if you are shortlisted, we will contact your referees and request references prior to interview. We will seek information about the nature of any live warnings due to disciplinary or capability proceedings and any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. We will also ask your referees if they are aware of any reason why you would be unsuitable to work with children or vulnerable adults.</p> <p>If you have any concerns about this, please contact: (Name) _____ (Phone/email) _____</p>			
Please indicate if your referees can be contacted at this stage:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

10 Canvassing

Canvassing members of the committee or the Governors of the respective schools, both directly or indirectly, is forbidden and will disqualify applicants.

A candidate for any appointment within the school shall, when making application, disclose whether he or she is related to any of the following:

- a member of the school
- a member of the Council
- a Senior Officer employed by the Council
- a person employed by the Local Authority
- a governor of the school

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

Are you related to any of the people listed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify the person and your relationship:		

11 Advertisement

Where did you see this post advertised?	
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12 Availability for interview

Provide any dates when you are not available for interview in the six weeks following the closing date. We cannot guarantee that we will be able to accommodate your needs, particularly when an interview date has been indicated in our advert.

13 Declaration

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or to omit information could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal prosecution. I also agree to obtain an Enhanced Level DBS Disclosure when necessary.			
Signed:		Name:	
		Date:	
<i>All candidates applying for employment via email accept this electronic copy as their signature and if successful will be required to sign and date the form.</i>			

14 Interview

If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement.
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