



Adcote School for Girls Application Form (Support Staff)

Position applied for:		
Where did you hear of this position?		
Personal Information		
Title :	Forename(s):	Surname:
Address:		Former name: (including maiden name)
Postcode:		Preferred name:
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.		
Previous address		Previous address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:

Contact details		
Home telephone:	_____	Email: _____
Mobile telephone:	_____	Work telephone: _____



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2. General

Please provide full details of membership of any professional bodies

3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade



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4. Professional Development

Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	Ftime/Ptime or Seconded	From	To

Short Courses (Attended during the last 3 years)

Name of Course	Provider	Ftime/Ptime or Seconded	From	To

5. Outside Interests



6. Further Education and Career History

Please provide full details of all positions held in employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Employer Details (including dates, beginning with most recent)	Position held:	Reason for leaving
Dates of Employment	From Month/Year	To Month/Year
Salary –basic (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc)	
Total Current Salary		



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Employer History Continued	Position held	Reason for leaving
Dates of Employment	From Month/Year	To Month/Year

Employer History Continued	Position held	Reason for leaving
Employer History Continued	Position held	Reason for leaving



Dates of Employment	From Month/Year	To Month/Year

7. Please provide explanations for any periods not in employment, further education or training.

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8. Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

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9. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

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10. Referees:

Please provide three professional referees. One referee should be your current or most recent employer.

Reference 1

Do you give permission for reference to be requested prior to interview Yes/No

Name

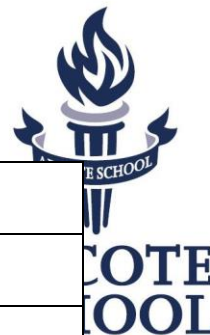
Address

Position

Tel No.

Email

Reference 2



Do you give consent for reference to be requested prior to interview Yes/No	
Name	
Address	
Position	
Tel No.	
Email	

Reference 3	
Do you give consent for reference to be requested prior to interview Yes/No	
Name	
Address	
Position	
Tel No.	
Email	

Unless we hear differently from you, we will contact referees immediately you are shortlisted.



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11. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

12. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal

Name.....

Independent day and boarding school for girls 7 -18 years

Headmistress: Mrs Diane Browne BA PGCE MEd NPQH



Signature.....
Handwritten Signature..... (to be completed at interview)
Date.....

Please return your completed application form to: Lucy Capener, School Secretary