

ASHTON WEST END PRIMARY ACADEMY

SUPPORT STAFF APPLICATION FORM



PLEASE COMPLETE USING BLACK INK OR TYPE.

APPLICATION FOR THE POST OF:				
Ashton West End Primary Academy		JOB REF.NUMBER:		(where available)
SURNAME:		FORENAME(S):		
TITLE:		Please give details of any previous surnames:		
ADDRESS FOR CORRESPONDENCE:		TELEPHONE NUMBERS		
		HOME:		
POSTCODE:		WORK:		
		May we contact you at work?		Yes/No
E-MAIL ADDRESS:		MOBILE:		
		NATIONAL INSURANCE NUMBER:		
Employment History				
PRESENT OR MOST RECENT EMPLOYMENT				
Name & address of employer:		Job title and summary of main duties:		
Nature of business:		Are you still currently employed by this organisation?		
Date of employment / /		Grade and details of allowance:		
Reasons for leaving (if applicable)		Salary Scale and Current Salary:		
		Notice required:		
PREVIOUS NON-TEACHING EMPLOYMENT				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From Month/year	To Month/year	Job title and summary of main duties	Reasons for leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

Teaching Experience

Do you hold Qualified Teacher Status? *Yes/No If yes, please give date of award _____

If you are a Newly Qualified Teacher please complete Section A, detailing any teaching experience gained through teaching placements.

If you are a Qualified Teacher, please complete **Section B** only.

Section A: For Newly Qualified Teaching staff

Dates		School Name	Primary/Secondary/ Special	Age of children taught
From	To			

Section B: For Qualified Teaching staff only

L.E.A.	Name of School or College	Type of school or college	Number on roll	Status			Exact dates of service								
				Full or Part time	Qual or Unqual	Salary Scale	From:			To:					
							D	M	Y	D	M	Y			

DFES Reference Number Mandatory field/please complete if appropriate		Date issued: Mandatory field/please complete if appropriate	/ /
Date of Satisfactory Completion of Induction:	/ /	Name of confirming Authority of induction period:	

Are you subject to any conditions or prohibitions placed on you by the General Teaching Council? *YES/NO

If Yes, please give full details _____

Support of application

Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the job description and person specification and refer to it throughout.

Qualifications and training			
EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based) Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue a separate sheet if necessary). Evidence of qualifications may be requested.			
Examination, course (with dates)	From	To	Result/qualifications gained
INSERVICE TRAINING : Give details of the most recent, relevant course attended and indicate any awards earned.			
Course Title	Provider	Duration	Dates

References	
Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5 year consecutive period. It is the normal practice for references to be obtained before any formal interview.	
If you were known to either of your referees by another name please give details:	
1st Referee. If this is your current employer please confirm that we can contact before interview Y/N Name: _____ Position: _____ Address: _____ Tel: _____ Email: _____ In what capacity does the above know you?	2nd Referee. Name: _____ Position: _____ Address: _____ Tel: _____ Email: _____ In what capacity does the above know you?

Additional Information

1. To comply with the Asylum and immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA to work in the UK? Yes/No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? Yes/No
- If so, please give details:
3. Do you hold a full current driving licence? Yes/No
4. Are you able to travel to different locations across the County? Yes/No
5. Have you ever been subject to any disciplinary action by your employer or professional body? Yes/No
- If YES, please give details
6. Are you a relative or partner of any County Councillor, employee of this authority and /or School governor? Yes/No
- If YES, please state name of person and relationship
7. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:
8. Where did you see the advertisement for this post? TES; Bucks Herald; Guardian; Bucks Free PRESS; Buckinghamshire Advertiser; BBC Job website; careers fair; other local press; other National press; other trade press; other website

Declaration

I agree that any offer of employment with Ashton West End Primary Academy is subject to satisfactory evidence of the right to work in the UK and satisfactory references. In accordance with the 1998 Data Protection Act, it is agreed that Ashton West End Primary Academy may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

This Academy is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Academy Trust.

Signed:

Date: / /

If you wish to email your application from to the school, please send directly to the email address; head@awepa.org.uk

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please complete the recruitment monitoring form.

Recruitment Monitoring



Ashton West End Primary Academy operates a Diversity Policy and is committed to appointing the best candidate, based on their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The Information you give is confidential and is used for monitoring purposes only.

Application for the post of:

Job Reference No:

Full Name:

Gender (please select as appropriate)

Male/Female

Date of birth: dd/mm/yyyy

Do you consider yourself to have a disability?

Yes/No/Not answered

If Yes, what is the nature of your disability?

We are working to implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish to take part in the scheme) please indicate this on your application form.

Do you wish to take part in this scheme?

Yes/No

Please complete the reverse of this section

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist
 Christian
 Hindu
 Jewish
 Muslim
 Sikh
 No Religion
 Other
 Not answered

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background:

White British	
White Irish	
White Other	
White and Black Caribbean	
White and Black African	
White and Asian	
Mixed and Other	
Indian	
Pakistani	
Bangladeshi	
Asian Other	
Black Caribbean	
Black African	
Black Other	
Chinese	
Chinese Other	
Other Ethnic Group	
Not Stated	