

# ASHTON WEST END PRIMARY ACADEMY

## SUPPORT STAFF APPLICATION FORM



PLEASE COMPLETE USING BLACK INK OR TYPE.

<b>APPLICATION FOR THE POST OF:</b>				
<b>Ashton West End Primary Academy</b>			<b>JOB REF.NUMBER:</b> (where available)	
<b>SURNAME:</b>		<b>FORENAME(S):</b>		
<b>TITLE:</b>		Please give details of any previous surnames:		
<b>ADDRESS FOR CORRESPONDENCE:</b>		<b>TELEPHONE NUMBERS</b>		
		<b>HOME:</b>		
<b>POSTCODE:</b>		<b>WORK:</b>		
		May we contact you at work? Yes/No		
<b>E-MAIL ADDRESS:</b>		<b>MOBILE:</b>		
		<b>NATIONAL INSURANCE NUMBER:</b>		
<b>Employment History</b>				
<b>PRESENT OR MOST RECENT EMPLOYMENT</b>				
<b>Name &amp; address of employer:</b>		<b>Job title and summary of main duties:</b>		
<b>Nature of business:</b>		<b>Are you still currently employed by this organisation?</b>		
<b>Date of employment</b> /     /		<b>Grade and details of allowance:</b>		
<b>Reasons for leaving (if applicable)</b>		<b>Salary Scale and Current Salary:</b>		
		<b>Notice required:</b>		
<b>PREVIOUS NON-TEACHING EMPLOYMENT</b>				
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.				
<b>Employer's name and address</b>	<b>From Month/year</b>	<b>To Month/year</b>	<b>Job title and summary of main duties</b>	<b>Reasons for leaving</b>
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 <b>Section B</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  <b>Mandatory field/please complete if appropriate</b>	   	Date issued:  <b>Mandatory field/please complete if appropriate</b>	  /   /
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			
<b>EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)</b> 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
<b>INSERVICE TRAINING</b> : 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. <b>It is the normal practice for references to be obtained before any formal interview.</b>	
If you were known to either of your referees by another name please give details:	
<b>1<sup>st</sup> Referee. If this is your current employer please confirm that we can contact before interview Y/N</b>  Name: _____  Position: _____  Address: _____  Tel: _____  Email: _____  In what capacity does the above know you?	<b>2<sup>nd</sup> Referee.</b>  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	

If you wish to email your application from to the school, please send directly to the email address;  
[dwatson@awepa.org.uk](mailto:dwatson@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