



DR CHALLONER'S GRAMMAR school

SUPPORT STAFF APPLICATION

PLEASE COMPLETE USING BLACK INK OR TYPE.

APPLICATION FOR THE POST OF:	
SURNAME:	FORENAME(S):
TITLE:	Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS
	HOME:
	WORK:
	May we contact you at work? YES NO
POSTCODE:	MOBILE:
E-MAIL ADDRESS:	NATIONAL INSURANCE NUMBER:

Employment History

PRESENT OR MOST RECENT EMPLOYMENT	
Name & address of employer:	Job title:
	Summary of main duties:
Nature of business:	
	Current salary:
Date of appointment: (dd/mm/yy)	Notice required:

Reason/s for seeking a new post:

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PREVIOUS 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 give details of any gaps in your employment history:

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 on a separate sheet if necessary) Evidence of qualifications will be requested from shortlisted candidates.

Secondary School(s)	Subject	Level (A/GCSE)	Year Awarded	Result (include all GCSE and A Level grades or equivalent and awarding body)

University or College	Courses taken	From	To	Result/Qualifications gained (include class of degree)

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

References

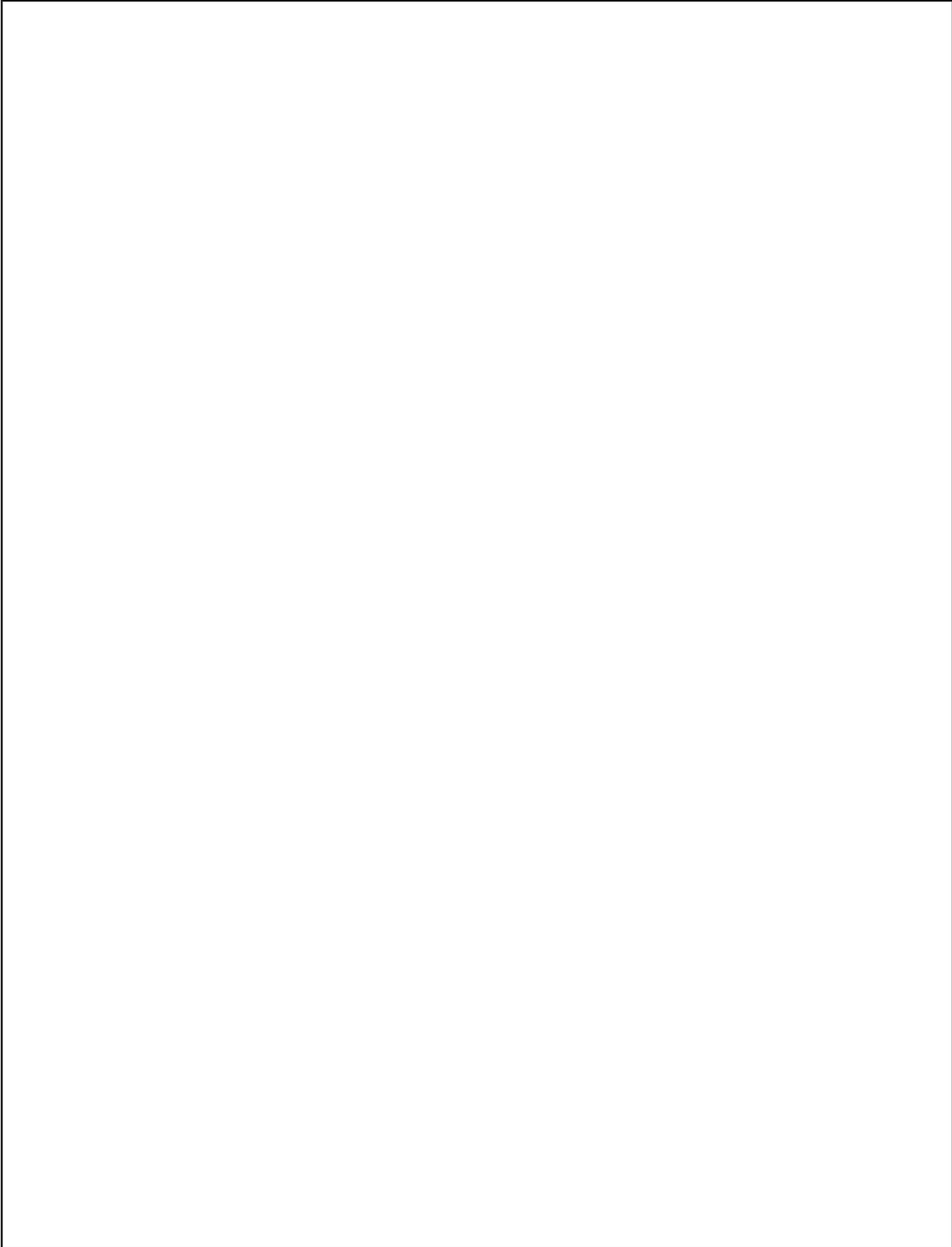
Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

<p>1.</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Tel:</p> <p>Email:</p> <p>In what capacity does the referee know you?</p>	<p>2.</p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Tel:</p> <p>Email:</p> <p>In what capacity does the referee know you?</p>
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Supporting Statement

Please attach a letter of application, or enter below, giving any further details of experience that may be relevant to this post. Please ensure that this is matched to the details of the post and the person specification.



Signed _____

Date: _____

Additional Information Declaration

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 need a work permit to work in the UK? **YES** **NO**

Please confirm which of the following you have:



British Passport or Birth Certificate



Certificate of registration/naturalisation as a British Citizen



Passport showing right to work/live in UK



A current Immigration Status Document issued by the Home Office, or eVisa

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 a relative or partner of any member of the Governing Body, or any employee of Dr Challoner's Grammar School?
YES **NO**

If YES, Please state name of person and relationship:

5. **If you have a disability which would require any special arrangements to be made if you are short listed for interview, please enter details here:**

I agree that any offer of employment is subject to satisfactory evidence of the right to work in the UK, satisfactory DBS (enhanced) check, references and medical clearance. In accordance with UK Data Protection Legislation, it is agreed that the employer may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me.

I understand that my data will be used in connection with recruitment and may be passed to non-DCGS employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This information may be stored in both hard and soft copy formats. Please see our Privacy Notices (available on our website) for full details.

I understand that it is an offence for me to apply for any role in a school if I have been barred from engaging in regulated activity relevant to children.

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.

Signed:

Date:

Thank you for your interest in Dr Challoner's Grammar School.

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

Please also complete our recruitment monitoring form and return it with your application