

SACRED HEART OF MARY GIRLS' SCHOOL

SCHOOL SUPPORT STAFF APPLICATION

| | |
|---|------------------------------------|
|  | Position applied for: _____ |
|---|------------------------------------|

Please complete in black

| Personal Details – Please use Block Capitals | | |
|---|---|--|
| Preferred Title (e.g. Mr, Mrs, Miss, Ms) | First Name(s): | Surname: Previous Surname (if appropriate): |
| Address (including post code): | | |
| Daytime telephone no.: | Evening/weekend/mobile telephone no. | e-mail address: |
| Date of Birth: | NI Number: | |
| Are you legally entitled to work in the UK? YES/NO | | Are you required to hold a work permit? YES/NO |
| The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. If you are invited for an interview and are successful you will need to provide the relevant documentation. | | |

| Present/Most Recent Employer | |
|---|-----------------------------|
| Name and Address of present/most recent employer: | Date of appointment: |
| Notice required to terminate present employment: | Salary and Grade: |
| Details of present post, including main duties and responsibilities: | |
| Reason for leaving: | |
| Are you unemployed? YES/NO | |

| Details of Previous Employment | | | | |
|---------------------------------------|----------------------------|------|----|--------------------|
| Name of employer | Details and nature of work | From | To | Reason for leaving |
| | | | | |
| | | | | |
| | | | | |

Please give details of any gaps in employment and reasons why.

| Secondary & Further and Higher Education | | | |
|---|---|------------------|---------------------|
| Name of School/FE College/ University | Dates From: To: | Qualification(s) | Subjects and grades |
| | | | |
| | | | |
| | | | |

| Disclosure of Criminal Convictions |
|--|
| <p>This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Failure to disclose all criminal convictions and cautions, including those classified as spent under the provisions of the Act may result in dismissal or disciplinary action by the Council.</p> <p>If you have ever been convicted of a criminal offence or cautioned, please give details (offence, date and sentence imposed).</p> |

| Referees | | |
|---|--|--|
| <p>Please provide the name, position, address, telephone number and e-mail address of two referees (at least one of whom should be a previous employer). Referees must not be related to the applicant. It will be the intention to approach your employer before interview or appointment unless good reason is given for not doing so.</p> | | |
| <table border="0"> <tr> <td style="width: 50%; vertical-align: top;"> First Referee: Position: Address: Telephone: e-mail: </td> <td style="width: 50%; vertical-align: top;"> Second Referee: Position: Address: Telephone: e-mail: </td> </tr> </table> | First Referee: Position: Address: Telephone: e-mail: | Second Referee: Position: Address: Telephone: e-mail: |
| First Referee: Position: Address: Telephone: e-mail: | Second Referee: Position: Address: Telephone: e-mail: | |

Additional Experience (Please include any relevant experience and skills)
(Continue on separate sheet of paper if necessary.)

Declaration

I declare that the information I have entered is true and correct, and I understand that any false information or failure to disclose criminal activities may result in dismissal or disciplinary action being taken.

Signed:

Date: