

Audenshaw School Support Staff Application Form



Post:	
Closing Date:	

Please complete this application form in black ink or type for ease of copying.

Part A: Personal Information

Title: Dr / Mr / Mrs / Miss / Ms Other (please specify)	Forename(s):	Surname:
Home address:	Correspondence address: (if different)	
Home telephone: Work telephone: May we contact you at work? Yes / No	Fax number: E-mail: May we contact you by e-mail? Yes / No	

Part B: Education and Training

Schools / Colleges (attended from age 11)	Dates		Qualifications obtained (O/A levels, GCSE or equivalent)	Date	Grade
	From	To			
Further / Higher education establishment attended	Dates		Course title	Results (including class of degree)	
	From	To			
Professional training / qualifications, with dates and levels attained:					
Other training / courses attended relevant to this post, with dates:					

Part C: Present or last employment

Present or most recent employer, nature of business and address	Dates (month & year)		Position held and nature of duties	Reason for wishing to leave or for having left
	From	To		

Current / most recent salary (*salary details will be confirmed with current employer*):

Period of notice required:

Part D: Work History

Give details of your previous work history (including voluntary or unpaid work) beginning with the most recent post.

Dates (from/to)	Name & address of employer	Position held	Summary of main duties	Reason for leaving if applicable

Please use additional sheet if required

Part E: Supporting Statement

In this section please demonstrate how your skills and experience meet the requirements of the job description and person specification. If you are applying for an academic appointment you should enclose a list of your publications and a summary of your teaching experience (teaching profile).

Continue on a separate sheet if necessary

Part F: Health Declaration

What absences from work through sickness have you had in the last 2 years?

Total days absent..... Number of occasions.....

Part G:References

Please give names and addresses of at least two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. For overseas referees please ensure an email address is included where available.

Present or most recent employer

Name and title:	Full address:
Position held:	
Telephone:	
Fax:	Postcode:
	Email:

Other referee

Name and title:	Full address:
Nature of contact:	
Telephone:	
Fax:	Postcode:
	Email:

Other referee

Name and title:	Full address:
Nature of contact:	
Telephone:	
Fax:	Postcode:
	Email:

May we approach your present employer for a reference before interview? If no please ensure you give two other referees.

Yes No

Part H:Declaration

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- The School may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.

Signature..... Date.....

When completed please forward to:

Mrs Sue Hanlon
Heads PA
Audenshaw School
Hazel Street
Audenshaw
Manchester
M13 5NB

Application forms should be returned not later than the closing date stated.

Please note that your application will not be acknowledged unless you include a stamped addressed envelope.

Only shortlisted candidates will be notified of the outcome of their applications; if you have not heard within four weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

Equal Opportunities Monitoring Form

We are committed to developing positive policies to promote equal opportunities in employment and prohibiting unlawful discrimination on the grounds of sex, marital status, race, colour, national or ethnic origin, disability, sexual orientation and religion.

In order to ensure that these policies are being followed, and for no other purpose, all applicants are asked to provide the following information, which will be treated in the strictest confidence and will not form part of the selection process.

	Age
Name Male/Female	Vacancy Ref

What is your Nationality?

What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic background (these ethnic categories reflect the 2001 census).

A

White

British Irish

Any other White background, please write in _____

B

Mixed

White and Black Caribbean White and Black African

White and Asian

Any other Mixed background, please write in _____

C

Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background, please write in _____

D

Black or Black British

Caribbean African

Any other Black background, please write in _____

E

Chinese or other ethnic group

Chinese

Any other ethnic group, please write in _____

Disability Do you consider yourself to be disabled? YES / NO

If yes, please give details _____

Caring Responsibilities Do you have any caring responsibilities?
(e.g. young children, dependant relatives)

How did you hear about this vacancy?

Newspaper Title: _____

Publication Title: _____

Web site Web address: _____

Job Centre Location: _____

Internal Advert

Other Employee

Other Method (please give details)

Thank you for your assistance.