**THE SELE SCHOOL**

**APPLICATION FORM: Professional or Support Role**

**CONFIDENTIAL**

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| **Post:** |  |
| **Title:** |  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Address:**  **Postcode:** |  |
| **Telephone Number:** | Home: Mobile: |
| **Email:** |  |
| **National Insurance Number:** |  |
| **Do you have settled status / hold the your right to work in the UK?** |  |
| **Where did you see the position advertised?** | \*TES/Teach in Herts/School Website/Other (please indicate): |

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| **MOST RECENT EMPLOYMENT** |

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| **Name and Address of Employer:** |  |
| **Position Held:** |  |
| **Salary:** |  |
| **Date of Appointment:** |  |
| **Date of Leaving & Reason** |  |
| **Are you still employed:** | Yes / No |
| **If Yes, amount of notice required:** |  |

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| **Brief outline of duties in your current or most recent job:** |
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| **EMPLOYMENT HISTORY** (most recent first) *please detail all previous employment providing an explanation for any gaps in employment* | | | | |
| **From** | **To** | **Name, Location & Nature of Employer’s Business** | **Position Held & Summary of Responsibilities** | **Reason for Leaving** |
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| **SECONDARY EDUCATION** | | | |
| **From** | **To** | **School** | **Examinations Taken and Grades Obtained** |
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| **FURTHER EDUCATION** (University/College/Apprenticeships etc) | | | |
| **From** | **To** | **Establishment** | **Courses, Degrees, Diplomas and Grades Obtained** |
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| **TRAINING AND DEVELOPMENT**  (Please include details of any training (eg: Courses, Seminars) and development (special projects, personal development courses) which may be relevant to your application. Also include how you keep you job skills up to date. | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | |
| **Date** | **Details** |
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| **COMPUTER SKILLS** (Please give details of the software you can use competently, including software for office, accountancy, management information and design/graphics.) |
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| **WHAT ACTIVITIES OUTSIDE WORK INTEREST YOU?** (including any positions you hold that you consider relevant.) |
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| **REFEREES:** Please provide two referees*. One of your referees must be your current employer and if from an educational setting must be the Head of School/Principal, etc. and the other must be a previous employer, again if an educational setting from the Head of School, etc. Please note it is not possible for both referees to be from the same organisation.* | | |
| **Name** | **Occupation & Relationship to you** | **Address, Telephone Number and email address** |
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| **Declaration**  Do you have a close relationship with, and/or are related to, anyone in school or a school governor? | |
| Yes 🞏 No 🞏 If Yes, please state details: | |
| I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.  In accordance with Data Protection Action 1998, I agree that information I have provided may be held and used for personnel reasons.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.  I hereby declare that information given on this form is complete and accurate. | |
| **PRINT NAME:** | **SIGNATURE:** |
| **DATE:** |  |

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| **Please email or post this completed Application Form together with your supporting information, where appropriate to:** |
| The Headteacher  The Sele School  Welwyn Road  Hertford,  Herts  SG14 2DG |
| email: [hr@sele.herts.sch.uk](mailto:hr@sele.herts.sch.uk) |
| **The Sele School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |

**PERSON SPECIFICATION FORM**

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| **INFORMATION IN SUPPORT OF YOUR APPLICATION (continue on a separate sheet if necessary)**  It is essential that you complete and return this form. This form is your chance to show us how well you can do this job. Remember, just saying you can do it is not enough; we need an example. You can use examples from work, school, college, hobbies, voluntary work or daily life. |
| **EXPERIENCE** |
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| **KNOWLEDGE AND SKILLS** |
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| **OTHER REQUIREMENTS** |
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| **PRINT NAME:** | **SIGNATURE:** |
| **DATE:** |  |