

**Scholars' Education Trust**  
**Application Form and Person Specification Form**  
**(Support Staff)**

<b>Post Applied for:</b>	
<b>School (s)</b>	

**PLEASE COMPLETE ALL SECTIONS IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

## Application Form

<b>1 Personal details</b>			
Surname:		Preferred Title:	
First name(s):		Previous surname:	
Home address:		Present address: <i>(if different)</i>	
Post code:		Post code:	
Telephone (home):		Telephone (work):	
Telephone (mobile):		E-mail:	
National Insurance No:			

<b>2 Permission to work in the United Kingdom (UK)</b>
Do you have permission to work in the UK?
<b>Yes/ No</b>
If there are any restrictions on your right to work in the UK, please provide details here:
<b>Please note:</b> permission to work with a previous employer or in the previous post is not transferable

<b>3 Current employment</b> <i>(If you are not currently employed as a teacher please give details as appropriate)</i>			
Employer:			
Department:			
Address:			
Job Held:		Total annual salary:	
Date Started:		Date available to start:	
Are you still employed?	<b>Yes/No</b>	If No, date ended?	
Notice Required:			
Reason for Leaving:			

Main duties of your job:

**4 Previous employment details** (Please list all your previous jobs with dates starting with the most recent. Include all periods of work experience, placements or voluntary work and period of non employment)

From	To	Name and address of Employer	Job Title	Reason for Leaving

**5 Education/Qualifications** (Please give details of your education including any professional qualifications, starting with the most recent attained)

From	To	Secondary School/College/ University	Qualifications awarded (State level/grade/date awarded)

**6 Continues service start date** If you are applying from another educational setting within local government, please state your continuous service date with other organisations covered by the Redundancy Payments (Local Government) Modification Order:

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<b>7 Social Media online searches</b> <i>In line with Keeping Children Safe in Education, online searches will be undertaken for all prospective <b>shortlisted</b> candidates</i>	
Platform	I have an active account
Google	Yes / No
LinkedIn	Yes / No
Facebook	Yes / No
Twitter	Yes / No
<i>If any information found suggests that the candidate is unqualified for the role, poses a potential safeguarding risk, or risks damaging the reputation of the school/trust, the candidate might be liable for dismissal without notice.</i>	

<b>8 Leisure interests</b> <i>State briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.</i>

<b>9 Membership of Professional Bodies</b>		
Name of Institute/Professional Body	Current Level of Membership (eg Corporate)	Membership Number
Involvement (eg, attend Meetings)		

**10 Training and Development** Please include details of any training (eg courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date

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**11 References** Give full details of two referees who may be approached now, one of whom must be your present or most recent employer. Relatives/friends are NOT acceptable.  
**Email addresses are essential**

Name:		Name:	
Status:		Status:	
Establishment:		Establishment:	
Address:		Address:	
Telephone:		Telephone:	
e-mail:		e-mail:	
Can we contact this referee prior to any interview should you be shortlisted?	Yes/No	Can we contact this referee prior to any interview should you be shortlisted?	Yes/No
<i>If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.</i>			

**12 Other information**

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details: .....	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

**13 Living/Working abroad**

In the past 5 years have you lived or worked abroad for a period of 6 months or more?

Yes/No

If yes, please give details below of the country and dates:

# Person Specification Form

- It is essential that you complete and return this section of the form
- This 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.

<b>Example:</b> Ability to prioritise workload
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In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.
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<b><u>SKILLS AND ABILITIES</u></b>
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## **EXPERIENCE**

## **KNOWLEDGE**

**Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.**

### **14 Declaration**

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

**Signature:**

**Date:**