Freman College

Job Application Form

Support Staff

**PLEASE COMPLETE IN BLACK INK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

*Please submit this form with a covering letter detailing how your skills, qualities and experience equip you for this post.*

Post Applied for: ………………………….........................................

**PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname/Family Name:** | | | **Preferred Title:** | | |
| **First Name(s):** | | | **Previous Surname:** | | |
| **Home Address**: | | | **Date of Birth:** | | |
|  | | | **Email:** | | |
|  | | | **Telephone (Home):** | | |
|  | | | **Telephone (Work):** | | |
|  | | | **Telephone (Mobile):** | | |
| **Post Code**: | | | **National Insurance No:** | | |
|  | | | | | |
| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | | |
| **Employer’s Name:** | | | | | |
| **Department/Section:** | | | | | |
| **Address:** | | | | | |
| **Job Held:** | | **Grade:** | | | **Salary:** |
| **Date Started:** | | **Are you still employed? Yes/No**. | | | |
| If **YES** | Amount of notice required: | If **NO** | | Date employment ended: | |
| Reason for leaving: | |
| **Brief description of the main duties of your job:** | | | | | |
|  | | | | | |

**PREVIOUS EMPLOYMENT DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and Address of Employer** | **Job Title** | **Reason for Leaving** |
|  |  |  |  |  |

**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

|  |  |  |
| --- | --- | --- |
| **Dates Attended**  **From / To** | **Name(s) and Address(es) of Secondary School / College /**  **University or other** | **Qualifications gained**  **(State: level / grade / date achieved)** |
|  |  |  |

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| --- |
| **LEISURE INTERESTS** |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. |
|  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| **Name of Institute/Professional Body** | **Current Level of Membership (e.g. corporate)** | **Membership Number** |
|  |  |  |
| Please give details of your involvement with these bodies (e.g. attendance at meetings) | |  |

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| **TRAINING AND DEVELOPMENT** |
| Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date. |
|  |

**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer.**  **References from friends or relatives are not acceptable.**

|  |  |  |  |
| --- | --- | --- | --- |
| **1) Title:** | **Forename:** | | **Surname:** |
| **Company:** | | | **Job Title:** |
| **Address:** | | |
|  | | | |
|  | | | **Post Code:** |
| **Telephone:** | | **Email:** | |
| **2) Title:** | **Forename:** | | **Surname:** |
| **Company:** | | | **Job Title:** |
| **Address:** | | |
|  | | | |
|  | | | **Post Code:** |
| **Telephone:** | | **Email:** | |

**References will be taken up before interview**, so you need to be sure that your referees are willing and able to provide a reference. 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.

|  |  |
| --- | --- |
| **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: | |
|  | |

|  |
| --- |
| 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:** |

**You must accompany this application form with a covering letter detailing how your skills, qualities and experience equip you for this post. Please refer to the job description**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**General Information to Candidates**

**Disclosure and Barring Service Check**

If you are appointed, you will be required to complete an on line enhanced disclosure application. The DBS will provide a report to you and to Freman College whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

**Health Assessment Check**

If you are appointed, you will be required to complete an online Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

**The Asylum and Immigration Act 1996**

It is a criminal offence for the College to employ someone who does not have the right to work in the UK. If you are appointed you may be asked for documentary evidence of your right to work.

**Complaints Procedure**

If you feel you have been unfairly treated you have the right to complain. If you wish to complain you should write to the Chair of Governors’ at Freman College and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.