



James Allen's Girls' School

Job Application Form: Support Staff

Applicants must complete and return this Job Application Form for their application to be considered. Applicants may incorporate further details (including their own bespoke CVs if they wish), together with any observations on the job description they may have, within their covering letter. All candidates are also invited to complete and return the optional confidential Equal Opportunities Monitoring Form at the same time. Please also note the attached 'Explanatory Note For Applicants'.

Post Applied For Start Date

Section 1 - Personal Details
Title..... Full name (and any former names)
Address Post code
Date of Birth National Insurance Number
Telephone: Day Evening Mobile
Email address
Do you hold a driving licence? Yes/No If 'Yes' is it 'clean':
PLEASE NOTE: to comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance number.

Section 2 - Education

Primary/Preparatory School:

Secondary/Senior School:

'O'Level/GCSE//A-level (please include Board, subjects with grades and dates):

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University or College:

Dates of Attendance:

Degree: Subject with class:

PLEASE NOTE: to comply with our statutory obligations, applicants invited for interview will be asked to bring with them their *ORIGINAL* certificates to confirm the data given above.

Section 3 - Professional Qualifications

Qualifications:

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Names & Addresses of Awarding Bodies:

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Dates Awarded:

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PLEASE NOTE: to comply with our statutory obligations, applicants invited for interview will be asked to bring with them their *ORIGINAL* certificates to confirm the data given above.

Section 4 - Present Post

Name and address of present employer:

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Job title:

Outline of duties:

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Present salary: Date of appointment

Section 5 - Previous Posts

Please list below details of previous employment since leaving full-time education until taking up your present post. Give names of all employers, together with dates in chronological order, positions held and reasons for leaving. Continue on a separate sheet if necessary.

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Section 6 - Interests

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Section 7 - Equal Opportunities

The School is an equal opportunity employer and is committed to ensuring that, within the framework of the law, the School is free from unlawful or unfair discrimination on the grounds of gender (incl. gender reassignment), colour, ethnic origin, nationality, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

Section 8 - References

Please provide at least two references. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

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Data Protection Act 1998

James Allen’s Girls’ School (including James Allen’s Preparatory School) will use the information given for the purposes of recruitment and selection. If you become an employee of the school the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become an employee, the information will be destroyed.

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, am not named on the ISA Children’s List nor the Vulnerable Adults’ List (formerly known as ‘List 99’), am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and either (please delete as appropriate):

I have no cautions, convictions or bind-overs

OR

I have attached details of any cautions, convictions or bind-overs in a sealed envelope marked ‘confidential’.

Signed Date