



South Lee School

Application form for a non-teaching post

Surname (block capitals) Mr./Mrs./Ms.

Previous name:

First/Other names:

Home address in full (block capitals):

Email address:

Address for correspondence if different from above:

Home telephone no.

Mobile no.

Work telephone no.

Date of Birth:

Period of notice required by your current employer



Please read carefully all instructions before completing this form. Please use BLACK ink, black ballpoint pen or typescript since it will be necessary to photocopy your application. Please complete in full. You may enclose a curriculum vitae for additional information, if you wish, but not as a substitute for filling in all sections of the form.

Title of post for which you are applying:

Current Salary £

National Insurance Number:

Do you have the right to work in the UK?
(circle as appropriate)

Yes

No

a) Are you suffering or have you suffered from any major illness/industrial injury/allergies? If yes, please specify:

b) Please state number of days you have been absent from work due to sickness in the past 12 months.

c) How many episodes of absence does this represent?

d) Is this your usual level of sickness?
(circle as appropriate)

Yes/No

e) Are you medically fit to fulfil the role for which you are applying?
(circle as appropriate)

Yes/No

How did you hear about this post? (Please state the publication in which you saw it advertised)



Education

Secondary/Further Education (Where applicable please include details of examinations which have been or are about to be taken but results of which are not yet available).

Name of school/college	Subject and Qualifications	Grade	Date (from/to)

Higher Education/Teaching Qualifications

Name of college/university (and address if outside U.K.)	Subject and Qualifications	Grade/Class (if applicable)	Date (from/to)

Other qualifications related to current or previous employment

Name of professional body	Membership grade	Was membership gained by examination?	Date

Recent in-service/training courses attended

Course	Qualifications gained (if applicable)	Dates (showing duration)

Continue on a separate sheet, if necessary.

**Outside interests and activities/voluntary work**

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Employment history (include details of vacation employment if you are a college leaver).

Name and address of present (or most recent) employer	Position/post	From (month/year)	To (month/year)	Salary

Name and address of previous employers (from most recent).	Position	From (month/year)	To (month/year)	Reason for leaving

Continue on a separate sheet, if necessary.



If there are any gaps in your employment or education history, please explain them here.

ICT Skills: Please give us an indication of your level of ability by completing the check-list below:

Microsoft Office

	Basic	Competent	High		Basic	Competent	High
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Personal statement: Please state how your education, training, experience and qualifications fit you for this post. (Refer to the Person Specification if applying for a particular vacancy.) Please make full use of this section. *(Attach additional sheets if necessary to provide further information in support of your application.)*



Personal statement - continued.



Referees. Please give the names of two people to whom reference can be made. One referee should be your current or most recent employer. Relatives **may not** be given as referees

Referee 1	Referee 2
Name:	Name:
Occupation/status:	Occupation/status:
Address:	Address:
Telephone: Home: Office: Mobile:	Telephone: Home: Office: Mobile:

Do we have your permission to contact your referees? Yes No

Criminal convictions. By law, spent convictions must be disclosed. Please give details of any criminal convictions (not including minor traffic offences). Information about a criminal record should be in a separate, sealed envelope marked 'Confidential - Disclosure' and attached to the application form. If you have no convictions, please write '**NONE**'.

Declaration. I hereby declare that I have understood and complied with the provisions concerning the disclosure of criminal convictions and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984.

Successful candidates will be required to have an Enhanced Disclosure from the Criminal Records Bureau.

Candidates should be aware that references will be taken up before interview.

Signature of applicant:

Date

By signing this form, you are also stating that you are not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.