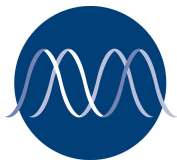


**SUPPORT STAFF APPLICATION**



Engineering

**CHELMER VALLEY HIGH SCHOOL**

COURT ROAD BROOMFIELD CHELMSFORD ESSEX CM1 7ER

Telephone : 01245 440232

Facsimile: 01245 441774

Headteacher: David N Franklin BSc

**APPLICATION FORM**

*Please read the notes on Page 4 before completing this application form.*

Application for appointment as: \_\_\_\_\_

**(1) PERSONAL DETAILS** *(block letters please)*

Surname and Title: _____ Forename(s): _____ Date of Birth: _____ Home Tel. No.: _____ Work Tel. No.: _____	Address: _____ _____ _____ _____ _____
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Do you own a car?      YES/NO      Do you have a full valid driving licence?      YES/NO

**(2) PRESENT EMPLOYMENT**

Employer's Name and Address: _____ _____ _____ Telephone No.: _____	Job Title : _____ Date appointed: _____ Grade: _____ Salary: _____ Notice Required: _____
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Brief outline of duties:

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**(3) PREVIOUS EMPLOYMENT** *(continue on a separate sheet if necessary)*

Employer	From	To	Job Title	Salary/ Grade	Reason for leaving

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**(4) SECONDARY SCHOOL EDUCATION**

School(s)	From	To	Qualifications Obtained	Grades	Dates

**(5) HIGHER EDUCATION**

Educational Establishment(s)	From	To	Qualifications Obtained	Grades	Dates

**(6) PROFESSIONAL QUALIFICATIONS *(including membership of professional bodies)***

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**(7) OTHER TRAINING *(including courses and seminars)***

Brief description//Course title	Date(s)	Organising Body

**(8) HEALTH**

<p>(a) Do you have a health problem/disability which is relevant to your job application? YES/NO</p> <p>(b) Are you registered as disabled? YES/NO</p> <p>(c) How many days sickness absence have you had from work in the last 12 months?</p>
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**(9) LEISURE PURSUITS *(please give brief details of your interests)***

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**(10) DETAILS IN SUPPORT OF APPLICATION**

Please give any other information in support of your application. Continue on a separate sheet if necessary.

## (11) REFERENCES

Please give names and addresses of two persons or companies to whom reference may be made. One referee should be your present employer or, if you are employed, your last employer.

(a) Name and Address: \_\_\_\_\_ (b) Name and Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Notes: (i) Referees *will* be contacted before interviews, unless otherwise requested.

(ii) If either of your referees knew you by another name, please give details.

### NOTES FOR APPLICANTS

- Any personal information entered on this form may be held on computer files.
- A copy of the School's Equal Opportunities Policy should accompany this form.
- Canvassing of members of the Governing body or members of Staff whether directly or indirectly is forbidden.
- Failure to disclose a family relationship to any member of the Governing Body or Staff may disqualify the applicant.

#### Disclosure of Criminal Convictions

Short-listed candidates will be asked to complete a 'Disclosure of Criminal Convictions' form and, where appropriate, a Disclosure will be sought from the Criminal Records Bureau in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

#### Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**I certify that, to the best of my belief the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, will result, in the event of employment, in disciplinary action by the Governing Body and is likely to result in dismissal and possible criminal prosecution.**

Signed: .....

Date: .....

Print Name : .....