Reference Number:

*(for office use)*

WELLINGTON SCHOOL

SUPPORT STAFF APPLICATION FORM

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| VACANCY DETAILS | |
| Post applied for: | Administrative Assistant |

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| PERSONAL DETAILS | |
| Title: |  |
| First Name(s): |  |
| Last Name: |  |
| Known as: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email Address: |  |
| National Insurance Number: |  |

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| EDUCATION AND TRAINING |

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills.

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| --- | --- | --- | --- | --- | --- |
| EDUCATION | | | | | |
| Qualifications | Grade | | Where Obtained | | When Obtained |
|  |  | |  | |  |
|  | | | | | |
| TRAINING AND DEVELOPMENT | | | | | |
| Subject | | Provider | | Date Attended | |
|  | |  | |  | |

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| MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS | |
| Name of Professional Body | Date of Membership |
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| CURRENT OR MOST RECENT EMPLOYMENT | | | | | |
| Name of employer: | | |  | | |
| Position held: | | |  | | |
| Grade/Salary: | | |  | | |
| Date of appointment: | | |  | | |
| Date of leaving (if applicable): | | |  | | |
| Period of notice (if applicable): | | |  | | |
| Reason for leaving: | | |  | | |
| Please provide brief details of duties and responsibilities: | | |  | | |
| PREVIOUS EMPLOYMENT | | | | | |
| Please complete details of your previous employment, both paid and voluntary since leaving school in chronological order starting with the most recent. It is essential to include details of ALL employment, including any breaks from employment history and the reason for the break. | | | | | |
| Date From  (mm/yy) | Date To  (mm/yy) | Name of Employer | | Position held and responsibilities | Reason for Leaving |
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| SUPPORTING INFORMATION |
| Please give details of relevant skills, knowledge and experience gained in either paid or unpaid work. It is important that you refer to the job description and person specification before completing this section. Make sure you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. |
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| REFERENCES | |
| Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. | |
| First Reference (current or most recent employer) | |
| Referee Name: |  |
| Job Title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email Address: |  |
| Relationship to you: |  |
| Second Reference | |
| Referee Name: |  |
| Job Title (if applicable): |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Email Address: |  |
| Relationship to you: |  |

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| DECLARATION OF RELATIONSHIP | | | |
| Are you related to a Governor/employee of Wellington School? If ‘Yes’ please give details: | | YES / NO | |
| Name: |  | Relationship to you: |  |

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| ADVERTISING ORIGIN | |
| Where did you hear about this vacancy? |  |

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| ELIGIBILITY TO WORK IN THE UK |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. |
| Do you have an entitlement to work in the UK? YES / NO |

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| REHABILITATION OF OFFENDERS | | |
| This post involves working with children, young people, vulnerable adults or is a position of trust and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including ‘spent’ convictions. Any failure to disclose such information could result in disciplinary action or dismissal. | | |
| **Have you, at any time, received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction? If ‘Yes’, please give full details below:** | | YES / NO |
| Date of Offence: | Offence: | |
| Sentence: |  | |

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| DECLARATION | | | |
| I confirm that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment. I understand that my application may be rejected or that I may be dismissed, without notice, for withholding or giving false information. I give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation. | | | |
| Signed: |  | Date: |  |

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| EQUAL OPPORTUNITIES MONITORING | |
| Wellington School is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of colour, ethnic and national origins, sex, marital status, disability, age or sexual orientation. To assist us in monitoring the effectiveness of our policy you are requested to provide the following information. This information will not be used during the selection process. It will be detached from your application prior to shortlisting and used for monitoring purposes only. | |
| Post applied for |  |
| Date of Birth |  |

Please underline or highlight your chosen response.

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| **GENDER**  What is your gender?  Female Male Prefer not to say  **DISABILITY**  Do you consider yourself to be a disabled person?  Yes No Prefer not to say  **SEXUAL ORIENTATION**  How would you describe your sexual orientation?  Bisexual  Gay, man  Gay, woman  Heterosexual  Other (if you prefer to use you own term, please specify here):  Prefer not to say | **ETHNICITY**  How would you describe your ethnic origin?  White, British  White, Irish  Other White background  Asian or Asian British, Bangladeshi  Asian or Asian British Indian  Asian or Asian British Pakistani  Asian or Asian British, Chinese  Other Asian or Asian British background  Black or Black British, African  Black or Black British, Caribbean  Other Black or Black British background  Mixed, White and Asian  Mixed, White and black Caribbean  Mixed, White and black African  Other mixed background  Middle Eastern  Other ethnic group; please specify:  Prefer not to say |