



CLAREMONT HIGH SCHOOL
ACADAMEY TRUST
A Multi-Specialist College



Support Staff Application Form

This form must be filled in by the Candidate in **BLACK** ink in his/her own handwriting and returned in accordance with the instructions contained in the advertisement or form of notification. Applicants will be short listed, interviewed and selected by the Governors of the school.

Post Applied for:

Closing Date:

Where advertised:

PLEASE USE BLOCK CAPITALS FOR THIS SECTION

PERSONAL	Family / Surname	Title
	First Name(s)	
	Home address	
	Postcode	
	Day Telephone No.	
	Evening Telephone No.	
	Mobile No.	
	E-Mail	
	National Insurance No.	CRB No.
	If you do NOT wish to be contacted on day telephone – tick here <input type="checkbox"/> If you do NOT wish to be contacted on evening telephone – tick here <input type="checkbox"/>	

ONCE COMPLETED, PLEASE RETURN THIS FORM TO:

Human Resource
Claremont High School, Claremont Avenue, Kenton, Harrow, HA3 OUH
Tel: 0844 850 0093 Fax: 020 8204 3548

Please note

The Application Form itself must be completed fully

If you wish us to acknowledge receipt of your application, please enclose a stamped self-addressed envelope and tick here :

EMPLOYMENT HISTORY

Please give details of your employment history, starting with your current or most recent employer.

Employer Name and Address	Type of Business	Dates of employment (From - To)	Job title, major duties and responsibilities. Include pay and benefits for current job only.
Current Post / or most recent Post			
Previous Posts			

OTHER EXPERIENCE

Please give details of any other experience that you consider to be relevant to this application, e.g. voluntary or unpaid work, community work or experience/skills acquired outside of employment.

<i>Dates</i>	<i>Type of Experience</i>

Education and Qualifications	Please give details of your education and qualification obtained. This includes any qualifications you are studying for now. Primary school details are not required.			
	Educational Establishment	Name of Course	Date completed	Qualifications and Levels attained

TRAINING	Please give details of training that you have had that is relevant to your application for this job. Include on the job training and formal training courses in addition to those in the section above.		
	Dates	Training / Course direction	Programme / Course Title and brief description

PERSONAL STATEMENT	<p>Please explain below why you feel you are suited to this job. Show how your experience and achievements relate to the skills, abilities and knowledge required for the job, as outlined in the Job Description. <i>Please continue on a separate sheet if you wish.</i></p>

GENERAL	How many days sick have you had over the last 2 years? _____
	If more than 10 days, please comment: _____
	Are you registered disabled? YES <input type="checkbox"/> NO <input type="checkbox"/>
	If YES, please provide your registration number _____
	Are you required to have an UK Visa / Work Permit? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, do you have a valid Visa / Work Permit? YES <input type="checkbox"/> NO <input type="checkbox"/>	

You are required to produce your Passport, proof of address and documents at the interview

All references must be from UK Residents only

Please give details of two referees resident in the UK of whom confidential enquiries may be made. One referee should be from your current or most recent employer or your current educational establishment. References are taken up before interview as part of short-listing potential candidates.

REFERENCES

1.Name and Title

Address:

Tel: _____ Fax: _____

Email: _____

Please indicate if you do not want your referee to be contacted prior to offer

2.Name and Title

Address:

Tel: _____ Fax: _____

Email: _____

Please indicate if you do not want your referee to be contacted prior to offer

Personal Interest

Do you know or are related to any student, employee, governor, or councillor past or present, of Claremont High School or London Borough of Brent **YES / NO**
If YES, please give brief details

Do you have an interest in any company or organisation that could be considered a conflict of interest **YES / NO**
If YES, please give brief details

Convictions

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, spent convictions, cautions or bindings-over **MUST** be disclosed. Please, therefore, give details below of any criminal convictions, cautions or bindings over. If you have had no convictions, cautions or bindings-over, please write '**NONE**'. Candidates are assured that information regarding spent convictions, cautions or bindings -over will not necessarily disqualify them from consideration. In the event of employment, any failure to disclose such convictions, cautions or bindings-over may result in summary dismissal or disciplinary action by the Governors.

Declaration

Please check all the information provided by you on this Application Form is accurate.
All information will be treated in the strictest confidence and will be used only for this job application.

When could you take up your duties if appointed? _____

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information or providing deliberate false information may result in disciplinary action being taken.

Signature of Candidate: _____ Date: _____