



Quarrydale Academy

CONFIDENTIAL

SUPPORT STAFF APPLICATION FORM

Please complete in BLACK ink as this form may be photocopied.

POST APPLIED FOR:	ADVERT REFERENCE NUMBER:
DEPARTMENT / ESTABLISHMENT:	CLOSING DATE:
1. PERSONAL DETAILS (Please print in BLOCK capitals)	
Surname:	Forenames:
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)	
Address for correspondence:	Permanent Address (if different):
Postcode:	Postcode:
Home Telephone no:	Mobile Telephone no:
Work Telephone no:	Email address:
Extension (if applicable):	
National Insurance Number :	
2. PRESENT OR LAST EMPLOYER	
Name and address of employer:	Name and address of establishment where employed (if different):
Postcode:	Postcode:
Nature of business:	Job title/Post:
Present annual salary or weekly wage (gross):	
Hours/Sessions worked per week:	Other benefits (if applicable):
Date appointed:	Notice required or leaving date if last appointment:
Reason for leaving or seeking other appointment:	
Brief description of duties:	

3. PREVIOUS EMPLOYMENT - Starting with the most recent first. Include work/voluntary experience and any periods of unemployment. (Please continue on a separate sheet if necessary)

Employer name and address	Job title / Post	Grade and Salary / wage	Full or Part-time (if part-time give hours or sessions)	Dates (month / year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on a separate sheet if necessary)

Secondary School/College/University	Dates		Qualifications Gained (state level)	Grade/Class of Degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on a separate sheet if necessary)

Organising Body	Course Title	Length of Course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body	Type of Membership	Date Obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. Continue on a separate sheet(s), if necessary. Please ensure that your name, the post title and advert reference number are clearly marked on all separate sheets.

6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees should be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Quarrydale Academy reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Reference 1	Reference 2
Name:	Name:
Status:	Status:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email address:	Email address:
How long known:	How long known:

Do you give consent to us contacting your present employer prior to interview?	YES / NO
--	----------

7. GENERAL	
Are you interested in Job Share?	YES / NO
Do you own a current full driving licence?	YES / NO
Do you have regular use of a vehicle? This is an essential requirement only if the post carries an authorised car used allowance.	YES / NO
You are required to declare below any relationship with or to an employee of the Academy. Please state name and position:	
Have you ever been the subject of formal disciplinary proceedings?	YES / NO
If YES, please give details including the dates	
8. EQUALITY ACT 2010	
The Equality Act defines disability as, “A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.” The Act requires an employer to make “Reasonable Adjustments” to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made, and will not be used to discount applicants.	
Do you consider yourself to have a disability?	YES / NO
If you have answered YES to the above, please answer the following question: Is there any information that we need in order to offer you a fair selection interview?	
9. DATA PROTECTION	
The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone else outside Quarrydale Academy without first seeking your permission or in accordance with the General Data Protection Regulation. You can ask our Data Protection Officer tpaling@quarrydale.notts.sch.uk about your legal rights regarding personal information or you can contact the Information Commissioner whose website is: https://ico.org.uk/	

10. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Governors.

Signed _____ Date _____

Please return your completed form to email: dhutchinson@quarrydale.notts.sch.uk to arrive by the closing date. Alternatively, you can return the form by post to: Quarrydale Academy, Stoneyford Road, Sutton in Ashfield, Nottinghamshire. NG17 2DU.

If you have not received a reply within a week prior to the interview date, you should assume that your application has been unsuccessful. We are unable to offer feedback due to the large volume of applications.