



**APPLICATION FORM**

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’.

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| **Application for appointment of Caretaker**  **Part time (10hours per week), Permanent at Astbury St Mary’s Primary School** |

**Personal Details**

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| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Former name(s)** |  |
| **Address** |  |
| **Post Code** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Mobile number** |  |

**Present or most recent employment**

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| --- | --- |
| **Post held** |  |
| **School / Establishment** |  |
| **Number on roll** |  |
| **Gross salary** |  |
| **Start date** |  |
| **End date / period of notice** |  |
| **Reason for leaving** |  |
| **Description of key duties**  **and responsibilities** |  |

**Previous other employment**

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| --- | --- | --- | --- | --- |
| **Name of employer** | **Post held** | **Reason for leaving** | **Date from** | **Date to** |
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| **Please give details of any gaps in your employment history** |
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**Qualifications – please start with GCSE’s or equivalent.**

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| **Name of educational establishment** | **Qualification taken** | **Grade** | **Date** |
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**Training and Development**

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

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| **Year Course Taken** | **Course Title** | **Date** | **Outcome** |
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**Criminal Convictions**

**For positions working with children, families and vulnerable adults only.**

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| Have you ever been convicted of a criminal offence? Yes/No  Is the offence “spent” as defined by the Rehabilitation of Offenders Act 1974? Yes/No  Do you have a criminal conviction which is unspent? Yes/No  Or pending against you? Yes/No |

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| Are you related to or have a close relationship with any existing employee of the School or Governors?  Yes/No  **If yes, please provide details of their name, job title and your relationship with them.** |

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation.

To comply with safer recruitment practices, references will be taken up on all shortlisted candidates, where you have confirmed that the referee can be approached at this stage.

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| **Referee one – current or previous employer** | | |
| If you are invited for interview may we approach this referee without further reference to you? | | Yes / No |
| Title and Name |  | |
| Address |  | |
| Telephone number |  | |
| Email address |  | |
| Occupation |  | |
| Relationship to you |  | |

|  |  |  |
| --- | --- | --- |
| **Referee two** | | |
| If you are invited for interview may we approach this referee without further reference to you? | | Yes / No |
| Title and Name |  | |
| Address |  | |
| Telephone number |  | |
| Email address |  | |
| Occupation |  | |
| Relationship to you |  | |

**For Voluntary Aided Schools or Academies that were previously voluntary aided only**

Governors give particular consideration to your application on the grounds of your religious commitment. Please give the name and address of your Vicar/Rector/Minister, or other suitable person who may be asked for a reference on these matters.

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| **Referee three** | | |
| If you are invited for interview may we approach this referee without further reference to you? | | Yes / No |
| Title and Name |  | |
| Address |  | |
| Telephone number |  | |
| Email address |  | |
| Occupation |  | |
| Relationship to you |  | |

**Data Protection**

The information supplied on this form is being collected as part of the school’s recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.

**Relevant skills and experience**

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Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge, mental skills and physical demand on the job information. You must demonstrate you meet all the essential criteria on the person specification as a minimum.**