



**APPLICATION FORM FOR SUPPORT STAFF  
POSTS**

**CONFIDENTIAL**

Please complete in **black** ink or type and return to:

Mr N Vernon  
Headmaster  
Altrincham Preparatory School  
Marlborough Road  
Bowdon  
Altrincham  
Cheshire  
WA14 2RR

**SCHOOL NAME: Altrincham Preparatory School**

**APPLICATION FOR POST OF:**

**CLOSING DATE:**

**PERSONAL DETAILS**

|                            |                  |
|----------------------------|------------------|
| SURNAME:                   | (MR/MRS/MISS/MS) |
|                            | FIRST NAMES:     |
| ADDRESS:                   |                  |
| CONTACT DETAILS:           | HOME:            |
|                            | WORK:            |
|                            | MOBILE:          |
|                            | EMAIL:           |
| NATIONAL INSURANCE NUMBER: |                  |

Do you have the legal right to work in the UK? YES/NO

The School will require evidence of your right to work in the UK, as required by the Asylum and Immigration Act 1996. You will be required to provide such evidence at interview. For examples of acceptable documents please visit <https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

**EDUCATION AND QUALIFICATIONS  
(Including any relevant professional qualifications)**

| SCHOOL, COLLEGE, UNIVERSITY | Dates | Dates | COURSES & EXAMINATIONS TAKEN WITH RESULTS |
|-----------------------------|-------|-------|---|
|                             |       |       |   |

**EMPLOYMENT HISTORY**

(Please give details of all employment

List the information in chronological order with your current or most recent position first.)

*Any gaps in your employment and/or training and education history will be explored with you if you are called for interview*

| Employer's name and address | Dates | Position held | Salary and Benefits | Reason for leaving |
|-----------------------------|-------|---------------|---------------------|--------------------|
|                             |       |               |                     |                    |

**PERIODS WHEN NOT WORKING**

(Please give details of any voluntary work and reasons for periods when you have not been employed)

| From | To | Reason |
|------|----|--------|
|      |    |        |

**PROFESSIONAL DEVELOPMENT**

(Please give details of courses relevant to this application and indicate any awards earned)

| Course Title | Provider | Duration | Dates | Awards<br>(if any) |
|--------------|----------|----------|-------|--------------------|
|              |          |          |       |                    |

## EXPERIENCE

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please make sure that you refer to the person specification and also include:

- The reasons why you are applying for this post
- The personal qualities and experience that you feel are relevant to your suitability for the post.
- Key responsibilities and achievements in your present or most recent job which are relevant to this application.
- Details of any relevant interests or activities

## REFEREES

- *References will only be sought for short listed candidates. **It is our policy to obtain references prior to interview if you have concerns regarding this please contact us.***
- *The first reference **must** be your present or most recent employer*
- *If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal*
- *If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.*
- *If you are not currently working with children but have done so previously the second reference **must** be that employer.*
- *Please do not give relatives or people solely in the capacity as friends as a referee*
- *Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.*
- *Please provide a contact email address for your referees.*

| Referee 1     |  | Referee 2     |  |
|---------------|--|---------------|--|
| Name          |  | Name          |  |
| Occupation    |  | Occupation    |  |
| Address       |  | Address       |  |
| Tel No.       |  | Tel No.       |  |
| Fax No.       |  | Fax No.       |  |
| Email address |  | Email address |  |

|   |   |
|---|---|
| In what capacity do you know the referee? | In what capacity do you know the referee? |
|---|---|

When would you be available to start?

## DECLARATION

*This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. Failure to do so will render you liable to summary dismissal. The successful candidate will be subject to an enhanced disclosure by the Disclosure and Barring Service.*

*Please tick the appropriate statement:*

- I have not been disqualified from working with children, am not named on the DBS Children's Barred List, and am not subject to any sanctions imposed by a regulatory Body. I have no cautions or bind-overs, or*
- I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'confidential'.*

*The information collected on this form will be used during the recruitment process, and if you are successful will be added to your employee file. If you are unsuccessful the information will be retained for one year following the completion of the recruitment process. For further information on how we use your information and who we may share it with, please refer to the Privacy Notice for Staff which is available from the School Office.*

*I declare that, to the best of my belief, the information given on this form is accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that providing false information is an offence and could result in the application being rejected, or in my summary dismissal if I have been selected, or possible referral to the police. I understand that any subsequent contract of employment will be made on this basis.*

*Signing here indicates that you have read this statement and are happy for the school to use this information for the purposes described.*

Signature:

Date: