Bishop Luffa School

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| Bishop Luffa School is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job in the Job Description. The equal opportunities information will be separated from your application before shortlisting. |

# Application Form for a Support Staff Post - Confidential

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| Post | |
| Position applied for |  |
|  | Permanent  Temporary |
| Full time  Part time  Job share  Voluntary Work |

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| How did you hear of this vacancy? |
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| SECTION 1 - Applicant’s Personal Details | | | |
| Title |  | | |
| First name(s) |  | | |
| Surname |  | | |
| Previous names |  | | |
| Permanent address |  | | |
| Work telephone no. |  | May we telephone you at work? | Yes  No |
| Home telephone no. |  | | |
| Mobile phone no. |  | | |
| How would you prefer us to contact you? |  | | |
| Email address |  | | |
| National Insurance no | e.g. WX-00-00-00-C | | |
| DISABILITY We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the position. | | | |

### Use this form to demonstrate how well you match the Person Specification for the job you are applying for.

### A CV is not required in addition to this form.

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| SECTION 2 - Education and qualifications |

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| Qualification type and subject e.g.  GCSE English | Grade/  Level attained | Name of school, College, University etc | Date Achieved |
|  |  |  | MM/YY |
|  |  |  | MM/YY |
|  |  |  | MM/YY |
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| Membership of Professional Bodies  (please give details of and explain any gaps in dates shown) |

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| Name of professional body | Date achieved | By exam or election |
|  | MM/YY |  |
|  | MM/YY |  |

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| |  |  |  | | --- | --- | --- | | SECTION 3 EXPERIENCE Tell us about how you meet the requirements of the job in the Person Specification.  **Full Job History**  Give full details of your employment starting with your current or most recent job. Use the column job title and duties to give brief details, where relevant, to show how your experience meets the requirements of the person specification. **Indicate gaps in employment and full time study and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** | | | | **Current Job**  Name of Employer |  | | | Is this employment | Permanent  Temporary | | |  | Full time  Part time  Job share | | | Address of employer |  | | | Type of establishment |  | | | Post held |  | | | Dates employed | From MM/YY | To MM/YY | | Job Title and duties |  | | | Reason for leaving |  | | | Present salary  (incl allowances) |  | | |
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| Full Previous Job History (please use additional sheet if required) | | | |
| Name of Employer and nature of business | Job Title and duties | Details of employment  (Month/Year) | |
| From | To |
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| Other experience: Describe any relevant experience you have had outside of work which shows how you meet the ‘Experience’ section of the job profile. |
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| SECTION 4 – Skills and Competencies You are asked to provide evidence of how you meet the requirements of the job description. This evidence should include examples where appropriate from your current or previous experience. Please give details of your skills, abilities and personal qualities that you believe are relevant to your suitability for the post. Please provide any additional information which you think would be useful in this job. Please answer fully as this information will be used to shortlist candidates for interview. You may use a separate sheet if necessary. |
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| Professional References Please supply the names and addresses of two persons willing to provide references. One should be from your current or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends.  Please tick this box if you are not happy for references to be requested prior to interview |

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| Name |  |
| Address |  |
| Telephone no |  |
| Email |  |
| Position held |  |
| Context in which you are known to the above |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone no |  |
| Email |  |
| Position held |  |
| Context in which you are known to the above |  |

### Canvassing

Any candidate who directly or indirectly canvasses a Director or employee of Bishop Luffa School will be disqualified.

Are you related to a Director or employee of Bishop Luffa School Yes  No

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| **Equal Opportunities Monitoring** |

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| The Board of Directors of Bishop Luffa School is dedicated to promoting equality and fairness. Your job application will be assessed on merit and you will receive equal treatment regardless of your gender, age, disability or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us. To help us with this, please fill out your details below.  Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes only. This information will be treated as strictly confidential and will be held on our computerized personnel system. | |
| **Gender** | 1. Male 2. Female 3. Transgender |
| **Age** | Date of Birth       (dd/mm/yyyyy) |
| **Disabiity** | 1. None 2. Yes 3. Prefer not to say |
| **Ethnic Origin** | 1. Prefer not to say |
| **White** | 1. British 2. Irish 3. Any other white background |
| **Mixed** | 1. White and black Carribbean 2. White and black African 3. White and Asian 4. Any other mixed background |
| **Asian or Asian British** | 1. Indian 2. Pakistani 3. Bagladeshi 4. Any other Asian background |
| **Black or Black British** | 1. Carribbean 2. African 3. Any other Black background |
| **Chinese or other ethnic group** | 1. Chinese 2. Any other ethnic group |