A white background with black dots

Description automatically generated

**ACKWORTH SCHOOL**

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**Head: Martyn Beer**

***SUPPORT* STAFF APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for the Post of:** | | | | | | | | | | | | | | | | | | | | | |
| **1. PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | First Name  Middle Name | | | |  | | | | | | | |
| Previous Name (i.e., Maiden Name or  previous married name) if applicable | | | | | | | | | |  | | | | | | | | | | | |
| **Home Address** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Current Address (if different from above)** | | | | | | | | | | | | | | | | | | | | | |
| Telephone No. | | | | | |  | | | | | | Mobile No. | | | |  | | | | | |
| Do you hold a current full driving licence? | | | | | | Yes / No | | | | | | E-mail address | | | |  | | | | | |
| Notice period required | | | | | |  | | | | | | NI Number | | | |  | | | | | |
| Are you related to or have any association (including relationship/friendship) with any member of School Committee, any staff member or pupil at this School? If yes, please give details | | | | | | | | | | | | | | | | | | YES / NO | | | |
| Should you be selected for interview, please indicate dates when it would be **impossible** for you to attend | | | | | | | | | | | | | | | | | |  | | | |
| **NAMES AND EMAIL ADDRESS OF TWO REFEREES** – who **can** be contacted if you are shortlisted for interview. Ideally one referee should be your present employer or, if not employed, your last employer – or present training co-ordinator. **Please state in what capacity you are known to them. Please note that the offer of the post is subject to references. Please confirm how you are known to the referee.** | | | | | | | | | | | | | | | | | | | | | |
| 1.  Contact Tel. No.  e-mail address | | | | | | | | | | | 2.  Contact Tel. No.  e-mail address | | | | | | | | | | |
| **2. EDUCATION AND PROFESSIONAL TRAINING** | | | | | | | | | | | | | | | | | | | | | |
| Please list details of **all** previous and current education and training including Membership of Professional or Technical Bodies | | | | | | | | | | | | | | | | | | | | | |
| Date  (Month/Year)  From To  **M/Y M/Y** | | | | School, College, University or Educational Establishment | | | | | Examinations taken or being taken or any other qualifications obtained | | | | | | | | Full or  Part Time | | | Exam  Result / Award & Grade | |
|  |  | | |  | | | | |  | | | | | | | |  | | |  | |
| **3. EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | |
| **Current or last occupation / post** | | | | | | | | | | | | | | | | | | | | | |
| Job Title | | | | | | | | | | | | Date Started | | | | | | | | | |
| Employer  Address | | | | | | | | | | | | Date Left (if applicable) | | | | | | | | | |
| Reason for leaving (if applicable)    Salary  Permanent / Temporary | | | | | | | | | |
| **Briefly describe your duties for last occupation /current post** | | | | | | | | | | | | | | | | | | | | | |
| **Previous posts (most recent first)**  **If you do not know exact dates then you *must* specify month and year** | | | | | | | | | | | | | | | | | | | | | |
| Name of employer | | | | | Full/Part Time | | Period of Service  From To  **M/Y M/Y** | | | | | | Position held and main duties | | | | | | | | Reasons for leaving |
|  | | | | |  | |  |  | | | | |  | | | | | | | |  |
| **Please list any gaps in your employment and provide dates and reasons.** | | | | | | | | | | | | | | | | | | | | | |
| **4. EMPLOYMENT EXPERIENCE, SKILLS AND KNOWLEDGE** | | | | | | | | | | | | | | | | | | | | | |
| Please give brief details below of the knowledge, skills and knowledge you have to undertake the role in relation to the Job Description | | | | | | | | | | | | | | | | | | | | | |
| **5. INFORMATION IN SUPPORT OF THIS APPLICATION** | | | | | | | | | | | | | | | | | | | | | |
| (You may use this space to provide any information you wish, including any interest or unpaid activity, which you feel is relevant to the post for which you are applying. Please restrict any additional information you wish to supply to one side of A4 paper) | | | | | | | | | | | | | | | | | | | | | |
| I confirm that the information contained in this application is correct | | | | | | | | | | | | | | | | | | | | | |
| **Signed** | |  | | | | | | | | | | | | | **Dated** | | | |  | | |