

Pinewood School Job Application Form (Support Staff)

Post Applied for:

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

PERSONAL DETAILS (block capitals please)

Surname/Family Name:	Preferred Title (ie Mr/Mrs/Ms etc):
First Name(s):	Previous Surname:
Home Address:	
	Email:
	Telephone (Home)
	Telephone (Work)
Post Code:	Telephone (Mobile)

CURRENT OR MOST RECENT EMPLOYMENT

Employer's Name:		
Department/Section:		
Address:		
Job Held:	Grade:	Salary:
Date Started:	Are you still employed?	Yes/No.
If YES , amount of notice required	or, if NO , the date employment ended:	

Brief description of the main duties of your job:

PREVIOUS EMPLOYMENT DETAILS

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

From	To	Name and Address of Employer	Job Title	Reason for Leaving

EDUCATION/QUALIFICATIONS

Please give details of your education including any professional qualifications, starting with the most recent attained

Dates Attended From / To	Name(s) and Address(es) of Secondary School/College/ University or other	Qualifications gained (State:level/grade/date achieved)

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Institute/Professional Body	Current Level of Membership (e.g. corporate)	Membership Number
Please give details of your involvement with these bodies (e.g. attendance at meetings)		

TRAINING AND DEVELOPMENT

Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

REFERENCES

Please give the names, addresses and status of two referees, **one of whom must be your present or most recent employer. References from friends or relatives are not acceptable.**

NB References will not be sought without your prior authorisation.

1) Name:	Status:
Address:	
:	
Telephone:	
2) Name:	Status:
Address:	
Telephone:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details:	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose a S.A.E)

PLEASE SEND THIS FORM TO:
Maria Fuller, Pinewood School, Hoe Lane, Ware, Herts, SG12 9PB
email: mfuller@pinewood.herts.sch.uk