CLAYFIELD COLLEGE

APPLICATION FOR EMPLOYMENT
(Non-Academic Staff)

Position applied for: _____

Name: _____

Date of application: _____

Please complete the application form in full and submit together with your letter of introduction and CV. All information will remain confidential and is required to enable your application to be assessed and will not be released without your prior consent.

CLAYFIELD COLLEGE

Application for Employment

Surname: _____ *Christian Names:* _____

Residential Address: _____

_____ *Postcode:* _____

Postal Address: _____

_____ *Postcode:* _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Computer Skills

Please provide details of speed and level of competency. Note that applicants will be subject to testing at time of interview.

- MS Word   _____

- MS Excel   _____

- MS Access   _____
- TASS or other Database
  Programme   _____

- Other   _____

- Typing Speed   _____

- Keystrokes (if known)   _____

CLAYFIELD COLLEGE

Application for Employment

Employment History
Please outline below details of your employment history and/or attach a copy of your current CV.

Referees
Please detail below the names, address and phone numbers of people (minimum two) to whom reference may be made with regard to your application for employment with Clayfield College:

CLAYFIELD COLLEGE

Application for Employment

To assist the College in assessing your application, please provide a brief response to the following questions. Please note you should thoroughly read the Position Description available for the position you are applying for and read and understand the ethos and history of Clayfield College, which is available on our website or upon request from the College.

What experience can you bring to the role in managing and prioritising work flow relating to this position?
Do you willingly assist others when possible?
Do you consider your communication skills appropriate for this role?
Do you work well under pressure?
Can you provide an example of your ability to get the job done?
Do you have a good understanding of office protocols and maintaining confidentiality?
What are you looking for in a job?
Why is it you want to leave your current position or why are you applying for this job?
What do you want to do? What function do you want to perform on a daily basis?
Why do you want to work for a school?
What style of employer appeals to you – culture of the organisation?
How do you like your manager to act to get the best out of you – management style?
How would you go about integrating into the existing team?
How do you go about getting other people to help you?
How much notice do you have to give from your current position (if applicable)?
What are strengths you think you have?
What frustrates you in the workplace?
Please give an indication of preferred salary level.

Signature: _____ *Date:* _____