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| **Support Staff Application Form** |

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| All ‘Bringing Schools Together’ (BST) schools seek to ensure that all existing and potential employees are given equal opportunities. They are committed to the elimination of unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, transgender and religious background. The School will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.  https://www.cernachha.co.uk/uploads/2014-06-09-12-10-06-PositiveaboutDisabledPeop-57865.jpgPOSITIVE ABOUT DISABILITY  BST schools are positive about disability and encourage applications from disabled people. The ✓✓ symbol means that all disabled applicants who satisfy the minimum criteria will be offered an interview. If you consider that the provisions of the Disability Act 1995 apply to you, please put a tick here.  If you require assistance at any stage of the process, please contact the School. |

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| Position applied for: | |
| Job Title: Finance Officer | School: Kingsleigh Primary School |

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| **PERSONAL DETAILS** | | | | | | | | | | | | | |
| Surname: | | | | | Forenames: | | | | | | | | |
| Address: | | | | | Preferred title: | | | | | | | | |
| Phone no: | | | | | | | | |
| Postcode: | | | | | Email: | | | | | | | | |
| NATIONAL INSURANCE NUMBER: |  |  |  |  | |  |  | |  |  | |  |  |
| ELIGIBILITY TO WORK IN UK?  Do you have permission to work in the UK? | | | | |  | | | | | | | | |
| Yes | |  | No | | |  |  | |
| If you are not a British National or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK | | | | | | | | | | | | | |

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| **REFERENCES** | | | | | |
| Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course tutor(s) / Head Teacher or a suitable professional. It is our policy to contact referees prior to interview. If you wish to be contacted prior to your references been taken up, please tick in the box. | | | | | |
| PRESENT (MOST RECENT) EMPLOYER |  |  | PREVIOUS EMPLOYER |  |  |
| Name | | | Name | | |
| Capacity known to you | | | Capacity known to you | | |
| Organisation | | | Organisation | | |
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| Telephone No | | | Telephone No | | |
| e-mail | | | e-mail | | |

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| **EMPLOYMENT HISTORY** | | | | | | | |
| CURRENT/MOST RECENT EMPLOYMENT: | | | | | | | |
| Job title: | | | | Date appointed: | | | |
| Current salary: | | | | Scale/Point: | | | |
| Age range taught: | | | | Full-time/Part-time: | | | |
| Additional responsibilities | | | | | | | |
| Reason for leaving | | | | | | | |
| May we contact you at work if necessary? | Yes |  | No | |  |  | Contact No: |

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| **PREVIOUS EMPLOYMENT** | | | | | |
| Please indicate with a ✓ in the last column, your consent for additional references to be taken up at the discretion of the School. | | | | | |
| Employer’s/LEA Name and Address | Job title and responsibilities | Age range taught | Date from/to | Reason for leaving | ✓ |
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| Please continue on a separate sheet if required. | | | | | |

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| **SCHOOL EDUCATION** | | | |
| Date | Name of School/awarding Body | Qualifications obtained | Subject |
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| **FURTHER/HIGHER EDUCATION** | | | |
| Dates | Name of university/college | Qualification obtained | Specialism / age range |
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| **OTHER TRAINING** | | |
| Dates | Organisation | Details of training |
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| **SUPPORTING STATEMENT** |
| Please use the space below write your supporting statement. The job description and person specification will give you some guidance for your statement. |
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| Continue your supporting statement here. |
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| **REGISTRATION** | | | | | |
| Do you hold Qualified Teacher Status? | Yes |  | No |  |
| If ‘yes’ please give the date of the award. |  | | | |  |
| QTS certificate number (if available) |  | | | | |
| Have you successfully completed a period of induction as a qualified teacher in this country? | Yes |  | No |  |
| Are you subject to any conditions or prohibitions placed on you by the NCTL? | Yes |  | No |  |  |
| If ‘yes’, please give full details. |  | | | | |
| Are you related to, or well known to a Member, Governor/Director or senior employee of the Academy Trust? |  | | | | |
| Yes |  | No |  |  |
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| If ‘yes’, please provide name. |  | | | | |
| All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a Member, Governor/Director or employee of the Academy Trust to use their influence to help you get a job. | | | | | |

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| **DATA PROTECTION LEGISLATION** |
| The information you have provided will be held in compliance with the Data Protection Act 1998. |
| If you have previous teacher service or other service that counts as continuous service, the Academy Trust will seek confirmation from your previous employer for continuous service purposes, in the event of you being offered a post. The Academy Trust will also seek details of the number of days sickness absence in the last 12 months, for the purpose of administering the School Teachers’ Sick Pay scheme. You are deemed to have given your consent by signing this application form. |

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| **CERTIFICATION OF INFORMATION** | |
| I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references, medical assessment and Disclosure and Barring Service checks. | |
| Signature: | Date: |

*Please type your name if completing electronically*

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| Please return your completed application to:    By email: [kim.bainton@kingsleighprimary.co.uk](mailto:kim.bainton@kingsleighprimary.co.uk)  By post: Kingsleigh Primary School  Hadow Road  Bournemouth  BH10 5HT |
| Thank you for your application |