



Thomas Telford School

Application Form for Support Staff

Please complete in full – CVs will not be accepted

Post Title:

Closing Date:

1. Personal Details

Title: Mr Mrs Ms Miss Other

First Name(s):

Surname/Last Name:

Address:

Post Code: National Insurance N°:

Tel N° (Home): Tel N° (Work):

Tel N° (Mobile): Email:

Are you in receipt of an Occupational Pension? Yes No

2. Educational/Technical/Professional Qualifications

Please name any institute or professional body in full, rather than using initials

<i>Subjects/Qualifications</i>	<i>Where attained</i>	<i>Year From</i>	<i>Year to</i>	<i>Grade</i>

5. Relevant Knowledge, Experience & Skills

Please tell us how your knowledge, experience and skills meet the job requirements

6. Medical and Absence Information

How many days absent from work have you had as a result of ill health in total over the last three years? (Please tick)

0-3 days

4-10 days

11-20 days

21-29 days

30+ days

Please give details:

Please give details of any prolonged period of absence in your career:

7. References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer.

Reference 1

Name:

Position:

Address:

Post Code:

Telephone N°:

Email:

Reference 2

Name:

Position:

Address:

Post Code:

Telephone N°:

Email:

I declare that the information I have given on this form is correct

Signed

Date

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities may emerge in the future at Thomas Telford School, or in one of our other family of schools: Madeley Academy, Sandwell Academy, and Walsall Academy. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies.

If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies at Thomas Telford School

Yes No

If you are unsuccessful please indicate if you wish to be considered for future/similar vacancies at any of the other schools within our family of schools

Yes No

Declaration of Criminal Offences

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may be, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, an enhanced disclosure request will be made of the Criminal Records Bureau (CRB) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Details of Offence(s)	Place & Date of Judgement(s)	Sentence(s)

Thomas Telford School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Equal Opportunities Monitoring

To help us check that we are employing people fairly, please mark the appropriate sections below

Please note that the information provided in this section will not be passed to the shortlisting panel, and will have no bearing on the appointment decision

Please complete in BLOCK CAPITALS

Post:

Full Name (including Title):

Date of Birth:

Age – please tick as appropriate

 16-18 19-35 36-49 50-59 60-65 Over 65

Ethnic Origin

Do you consider your ethnic origin to be:

White

 British Irish Any other white background

Mixed

 White & Black African White & Asian White & Black Caribbean Any other mixed background

Black

 Black British Caribbean African Any other black background

Asian

 Asian British Indian Pakistani Bangladeshi Any other Asian background Any other ethnic group (please specify)

Do you consider yourself to have a disability?

 Yes No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as:

“A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”

Where did you see or hear of this job?

Please return completed Application and Monitoring Forms to:

Sir Kevin Satchwell, Headmaster, Thomas Telford School, Old Park, Telford, Shropshire, TF3 4NW

Email: hr@ttsonline.net