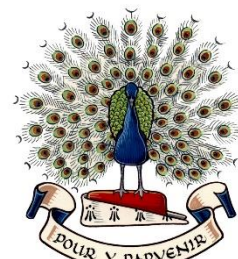


Lady Manners School

Shutts Lane, Bakewell, Derbyshire, DE45 1JA

Tel: 01629 812671

www.ladymanners.derbyshire.sch.uk



APPLICATION FORM (SUPPORT STAFF)

The information contained in this form will be used in administering the recruitment process in accordance with the General Data Protection Regulation. Please see the Workforce Privacy Notice at www.ladymanners.net/policies

- Chair of Panel Checklist:**
- Application form signed
 - Gaps in employment checked
 - References checked
 - Lived abroad

Post applied for		Job Reference No.	
-------------------------	--	--------------------------	--

1. PERSONAL DETAILS

Surname	Forename	Title
Previous Name / Maiden Name (if applicable)		
Address		
Post Code		
Home Telephone Number	Mobile	
E-mail		
<i>Please note that if you supply an email address, this will be used as the main method of contact</i>		

2. PRESENT EMPLOYMENT

Present Post Title & Summary of Duties and Responsibilities	Date Appointed
	Current Salary
	Notice period
	Reason for leaving
	Name & Address of Current Employer
Post Code	

3. REFERENCES (one of these should be your current or most recent employer)

Name	Name
Address	Address
Post Code	Post Code
Telephone Number	Telephone Number
Email Address	Email Address
Capacity in Which Known	Capacity in Which Known
Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please give a reason:	If no, please give a reason:

4. EDUCATION

Secondary Education

Qualification (e.g. GCSE/A- Level)	Subject	Grade	School / College	Date Awarded

Higher Education

Qualification	Subject	Grade	University / College	Date Awarded

5. RELEVANT TRAINING

Course Title	Organising Body	Brief details of course content	Duration	
			From	To

6. PREVIOUS WORK EXPERIENCE

Please enter earliest first and account for any gaps in employment. Any gaps or discrepancies will be explored at interview.

Name and Address of Employer	Position Held and Summary of Duties/Responsibilities	Reason for leaving	Dates	
			From	To

7. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Using the job description and person specification please demonstrate, using examples, your suitability for the job you are applying for.

A large empty rectangular box with a black border, intended for the applicant to provide examples demonstrating their suitability for the job.

Please state any dates/times in the next 6 weeks when you will not be available for interview

--

Please note that we will check on the identity of candidates, make overseas checks where relevant and follow up references with referees and scrutinise applications for gaps in employment.

I am / am not* related to any senior member of staff or Governor. If so, who?
I have / have not lived outside the United Kingdom for a period of 6 months or more in one country since my 18 th birthday. Please provide details of the relevant countries.
I understand that canvassing, directly or indirectly, will be a disqualification.
I am prepared to undergo a medical examination.
I can produce the original documents of my qualifications.
I understand that providing false information is an offence and, if I am appointed, could result in dismissal and referral to the police.

** Please delete as appropriate*

Signature _____

Date _____

All candidates applying electronically will be required to sign their form at interview.

Equal Opportunities Monitoring Form

This information will be solely used for monitoring and statistical purposes, it will not be seen by those shortlisting or interviewing you. A copy of the School's Equal Opportunities Policy is available on request.

Position Applied For:			
Name:			
National Insurance no:			
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of Birth:			
Ethnic Origin:	Please tick the category that most represents your race and ethnicity		
White, British	<input type="checkbox"/>	Black or Black British, African	<input type="checkbox"/>
White, Irish	<input type="checkbox"/>	Black or Black British, Caribbean	<input type="checkbox"/>
Any other White Background	<input type="checkbox"/>	Any other Black Background	<input type="checkbox"/>
Asian or Asian British, Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian or Asian British, Indian	<input type="checkbox"/>	Mixed White & Asian	<input type="checkbox"/>
Asian or Asian British, Pakistani	<input type="checkbox"/>	Mixed White & Black African	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>	Mixed White & Black Caribbean	<input type="checkbox"/>
Any other Ethnic Background	<input type="checkbox"/>	Any other Mixed Background	<input type="checkbox"/>
Do not wish to be recorded	<input type="checkbox"/>		
Religion/Religious Belief/Philosophical Belief:	Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Jew <input type="checkbox"/> Sikh <input type="checkbox"/> Buddhist <input type="checkbox"/> Humanist <input type="checkbox"/> Atheist <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Specify.....		
Disability:			
Do you have a disability within the terms of the Disability Discrimination Act 1995 (Defined as a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities)?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Needs:			
Is there anything else you think we need to take into account to deal with you fairly and equally?			Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state below.
Where did you see the vacancy advertised?			

Signature _____

Date _____