



## Vinehall School

### Job Application Form: Administrative Staff

Applicants must complete and return this Job Application Form by post for their application to be considered. Applicants may incorporate further details (including their own bespoke CVs if they wish), together with any observations on the job description they may have, within their covering letter.

**Post applied for**

#### Personal details

Full name:.....

Former surnames: e.g. maiden name or any previous change of name(s):  
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Current address: .....  
.....

Post Code .....

Previous address(es) if less than 5 years at current residence:.....  
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.....

Date of birth: ..... National Insurance Number: .....

Telephone: Day: ..... Evening:..... Mobile:.....

Email address: .....

Do you hold a driving licence? Yes/No

Is it clean? Yes/No

Do you have your own transport Yes/No

#### Education

##### Secondary/Senior School

From/To	Name of School	'O' /Level/GCSE/A-level	Subjects & Grades	Examining Board



**Previous employment**

Please supply a full history in chronological order (with start and end dates) of all previous employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Please continue on a separate sheet if necessary.

From/To	Employer	Position held	Reason for leaving

**Interests**

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**Statement in Support of Application**

You are asked to attach to this application form a supporting statement giving additional relevant information about yourself and the skills and experience that make you suitable for this post. Please ensure that you cover the aspects of the person specification for the role.

**Equal Opportunities/Disability/Medical**

Vinehall School aims to be a fair employer and is committed to equal opportunities. It does not discriminate against employees on the basis of gender, ethnic origin, age or disability. Information provided here will be used for statistical purposes by the School in the monitoring of its equal opportunity policy. Details of date of birth and employment history are required to comply with DfES guidance on Safeguarding Children (Safer Recruitment and Selection in Education Settings).

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, write 'none'. .....

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If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to be able to carry out the duties of the post. Please also indicate any help we can give to enable you to attend or participate in any interview:

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**Statement:** please indicate here (and continue on a separate sheet if necessary) if you know any existing employees or Governors at the School, and if so, how you know them.

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**References:** Please provide two referees, one of which should be your current employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Name.....Name.....

Address.....Address.....

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Tel:.....Tel:.....

Position:.....Position:.....

### **Child Protection Policy Statement**

Vinehall School fully recognises its responsibilities for child protection and that every child has the right to protection from abuse and exploitation. We practice safe recruitment in checking the suitability of staff and volunteers to work with children. The full policy is available in our Staff Handbook.

### **Declaration**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and

EITHER (please delete as appropriate):

I have no cautions, convictions or bind-overs.

OR

I have attached details of any cautions, convictions or bind-overs in a sealed envelope marked 'confidential'.

Signed ..... Date .....