



John Spence

COMMUNITY HIGH SCHOOL

Employment

Application for Support Staff

OFFICE USE ONLY
Date Received

OFFICE USE ONLY
Post Reference

Application for THE POST of _____ at JOHN SPENCE Community High School

Applicant's Details

FIRST Name	Date of BIRTH
SURNAME	Place of BIRTH
FORMER Family Name	National Insurance No.
Present ADDRESS Postcode From to	Previous Address within 5 years Postcode From to
TELEPHONE Available from to	MOBILE Available from to
EMAIL	

E D U C A T I O N & Q U A L I F I C A T I O N S

Secondary, Further and Higher Education

DATE from	DATE to	SCHOOL / COLLEGE Name/Town	QUALIFICATION and Awarding Body	GRADE

Current/Ongoing Education

DATE from	DATE to	SCHOOL / COLLEGE <i>Name/Town</i>	QUALIFICATION and Awarding Body	GRADE

Professional Qualifications

INSTITUTE / PROFESSIONAL Body	QUALIFICATION / LEVEL of Membership	Date

Other Training

Training ORGANISATION	Short COURSES and WORKPLACE Training	Date

E M P L O Y M E N T

Present or Last Employment

EMPLOYER'S Name		POSITION Held	
Employer's ADDRESS Postcode		From	to
		If appointed when can you COMMENCE DUTY?	
Present SALARY	SCALE		
MAIN DUTIES and Responsibilities			Reason for LEAVING

Previous Paid and Voluntary Employment

DATE from	DATE to	NAME & ADDRESS of Employer	MAIN DUTIES and Responsibilities

Your Skills

RELEVANT SKILLS and EXPERIENCE you can bring to the post

References

NAME & ADDRESS <i>Postcode</i>	TELEPHONE / MOBILE / EMAIL	POSTION Held	OK to CONTACT before interview

This Authority is an Equal Opportunities Employer

The aim of our policy is to ensure that each job applicant or employee is selected or promoted solely on merit and the capacity to do the job regardless of sex, sexual orientation, race, ethnic origin, religion, disability, marital status or age. Recruitment and selection procedures are regularly reviewed to ensure that selection is objective and that applications from disadvantaged and/or minority groups are welcomed. Although it is not compulsory to assist in monitoring this policy, it would be helpful if you would provide details below by placing an 'x' in the appropriate box.

<input type="checkbox"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Married	<input type="checkbox"/>	Single
<input type="checkbox"/>	African	<input type="checkbox"/>	UK/Irish	<input type="checkbox"/>	European		
<input type="checkbox"/>	Asian	<input type="checkbox"/>	Caribbean	Other Please Specify			

<p>If DISABLED within the terms of the Disability Act please give brief details of your disability</p>	<p>Is there any specific help you would like from the Authority in order to do the job?</p>
<p>Are you related to any counsellors or employees (in the employing function) of North Tyneside Council?</p>	<p>If yes, please state NAME of relative / partner and POSITION held</p>

Are you in receipt of an occupational pension from North Tyneside Council?

Rehabilitation of Offenders Act 1974

Because of the nature of work for which you are applying this post is exempt from the provisions of Section 4(2) by virtue of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for this post.

Protection of Children · Disclosure of Criminal Background

If you are appointed to this post the Council is required to contact the Police in connection with any previous convictions, bind over orders or cautions you may have. Refusal to give permission could prevent further consideration of your application.

Please give details of any **CONVICTIONS**

I GIVE PERMISSION for North Tyneside Council to contact the Police regarding this matter

CHECK YOUR APPLICATION: once you have digitally signed this document YOU WILL NOT BE ABLE TO MAKE FURTHER EDITS

Applicant's SIGNATURE	DATE
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Notes

Canvassing members of the Council or co-opted members of any committee of the Council, either directly or indirectly shall be a disqualification. Candidates requiring acknowledgement of receipt are asked to enclose and SAE.

If you are not notified in writing within 4 weeks of the closing date, you may presume that you have not been selected for interview and no further communication will be made.

• F I T F O R L I F E •