

**APPLICATION FOR EMPLOYMENT  
 Associate Staff**

Principal: Mr Gregg Morrison, BEd (Hons) NPQH  
 Monks Dale, Yeovil, Somerset BA21 3JD

Tel: 01935 471131 Fax: 01935 431216  
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 Website: [www.prestonschool.co.uk](http://www.prestonschool.co.uk)

Please complete in black ink. You may use additional sheets if you need to.

<b>Please return this form to address given in Advertisement or Application Pack</b>	
Application for the post of	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

**Part A: Personal Details (Block capitals please)**

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (If different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (If available)	
Email Address (If preferred method of communication & in regular use)	
Date of Birth (See note* below)	

\*Date of birth must be disclosed if the post involves working with children or vulnerable adults.

**Part B: Present (or most recent) Employer**

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			
Please explain why you are applying for this post at this time:			

**Part C: Employment History (most recent first)**

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

**Part D: Academic, Professional and Vocational Qualifications**

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

\*For posts working with children/vulnerable adults you must provide all dates.

**Part E: Training/Continuing Professional Development**

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

**Part F: Personal Statement**

You may continue on a separate sheet if you need to.

**Key Competencies, Knowledge and Skills:** Referring to the job description provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples.

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**Personal Attributes:** Please describe ways in which you have demonstrated the personal attributes required for this post.

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**Part G: Supplementary Information**

**Positive About Disability:** We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.

Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Disclosure of Criminal Offences:</b>
The post requires a Criminal Record Disclosure Certificate, therefore, please give details, including dates and places, of any 'spent' convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council:

**PART H: REFERENCES AND DECLARATIONS**

**References:** Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend.

**If you are applying for a post working with children or vulnerable adults**  
Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.

<b>Name of first referee</b>	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	
Dates of your employment	From:     /     To:     /
<b>Name of second referee</b>	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you	
Dates of your employment	From:     /     To:     /

<b>Declaration of Interest:</b> Please note that canvassing support of staff or Elected Members of Preston School can lead to disqualification of your application.			
Do you have family or close relationships with any individuals involved in an aspect of the recruitment process or with any Elected Governor or Senior Manager of Preston School? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give name:			
Position:		Relationship:	

<b>Declaration</b>			
<ul style="list-style-type: none"> <li>• I confirm that I am entitled to live and work in the United Kingdom.</li> <li>• I am willing for this data to be held and processed by Preston School and to be verified with relevant third parties. This may include previous employers.</li> <li>• The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.</li> </ul>			
Signed		Date	
If you apply online and are shortlisted, you will be asked to sign your application at interview.			

### Equal Opportunities-Recruitment Monitoring

**This form will be kept separate from your application form. It is not referred to during the selection process.**

Preston School values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

**This information will be treated in the strictest confidence.**  
*Please tick ✓ the appropriate box*

<b>Name:</b>	<b>Job Title:</b>
Are you? <b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>	
What is your data of birth (dd/mm/yy)?        _        /_        _/ _        _ _____	
<b>To which of these groups do you consider you belong?</b>	
<b>White</b>	<b>Asian or Asian British</b>
<input type="checkbox"/> British <input type="checkbox"/> Other	<input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Irish	<input type="checkbox"/> Pakistani <input type="checkbox"/> Other
<b>Mixed</b>	<b>Black or Black British</b>
<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Asian	<input type="checkbox"/> African <input type="checkbox"/> Caribbean
<input type="checkbox"/> White & Black African <input type="checkbox"/> Other	<input type="checkbox"/> Other
<b>Other Background</b>	
<input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy <input type="checkbox"/> Other	
If you have ticked other to any of the above, please specify:	

Do you consider that you have a disability? Yes  No

**N.B. Under the Disability Discrimination Act 1995, a person with a disability is defined as having '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'. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.**

**It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia arthritis, diabetes, asthma, epilepsy or you are partially sighted.**

If yes, please indicate the nature of your disability.

**Physical Impairment**       **Mental Impairment**       **Other**

**Mobility Impairment**       **Visual Impairment**

**Hearing Impairment**       **Learning Disability**

**Thank you for your co-operation. Please return the completed questionnaire with your application form.**