**Application form**

**HR Assistant**

**Personal details**

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| Surname and Title |  |
| Forename(s) |  |
| Current address & postcode |  |
| Contact phone numbers |  |
| Email address |  |
| Date of Birth |  |
| National Insurance Number |  |
| Do you hold QTS?  If yes, provide date QTS obtained and your teacher number | Yes/No (please delete as appropriate) |
| Are you related to or have a close personal relationship with any student, employee, or governor of WMSF? | Yes/No (please delete as appropriate)  If yes, please give details separately under confidential cover. |
| Do you require sponsorship (previously a work permit)? | Yes/No (please delete as appropriate)  If yes, please provide details under separate cover. |
| Are there any special arrangements that you require if you are shortlisted? | Yes/No (please delete as appropriate)  If yes, please specify i.e. ground floor venue. |

**Employment details**

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| **Your current or most recent employment** | |
| Job title |  |
| Date started |  |
| Leaving date (if applicable) |  |
| Employers name and address |  |
| Notice period |  |
| Salary/Grade including allowances |  |
| Age range taught |  |
| Brief description of duties |  |

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| **Previous employment** | | | | | |
| Starting with the most recent first, include all periods of work including placements and voluntary work. | | | | | |
| School name and address | Name of local authority (where relevant) and status, e.g. maintained, trust, academy. | Job title and salary scale | Age range taught | Date from (mm/yy) | Date to (mm/yy) |
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**Education**

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| **Secondary education** | | | |
| Please list all educational achievements, e.g. GCSE, ‘O’ level, ‘A’ level passes, etc. You will be asked to provide documentary evidence of qualifications listed below at the interview stage. | | | |
| Date from  (mm/yy) | Date to  (mm/yy) | Name of institution | Qualifications gained, including  date and level achieved |
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| **Higher education** | | | |
| Please list all diploma, degree and professional qualifications. You will be asked to provide documentary evidence of qualifications listed below at the interview stage. | | | |
| Date from  (mm/yy) | Date to  (mm/yy) | Name of institution | Qualifications gained, including  date and level achieved |
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**Professional development**

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| **Relevant professional development** | | | |
| Please list the most significant professional development/activities you have attended in the last five years. | | | |
| Title | Organising body | Date  (mm/yy) | Duration |
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| **Other professional achievements, relevant experience, interests and skills** |
| Please outline any other relevant professional achievements (within or beyond school), interests and skills. Maximum 250 words. |
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**Supporting statement**

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| Drawing upon your experience, skills, abilities and qualifications, explain how you meet each of the criteria, giving clear examples of how and why you meet them. Please do not exceed two sides of A4. |
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**References**

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| Please give the details of two people, one of whom should be your current employer. Please note, references will be requested prior to interview for all shortlisted candidates. | | | |
| Reference 1 | | Reference 2 | |
| Name |  | Name |  |
| Position |  | Position |  |
| Employer |  | Employer |  |
| Address |  | Address |  |
| Phone |  | Phone |  |
| Email |  | Email |  |

**Protection of children**

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| Please note that applicants for teaching posts are not entitled to withhold information about past convictions, ‘spent’ or otherwise under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This includes convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions and criminal investigations.  You must declare any relevant information, failure to do so could result in the withdrawal of a job offer, dismissal or disciplinary action. If you are to be recommended for the post you will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).  I have read and understood the above statement. If I have any convictions, cautions, warnings, pending prosecutions or criminal investigations to disclose, I will supply separate written details with this application. | |
| Signature |  |
| Print Name |  |
| Date |  |

**Declaration**

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| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form. | |
| Signature |  |
| Print Name |  |
| Date |  |