



Thomas Telford School
Old Park, Telford, TF3 4NW

CONFIDENTIAL
Application Form for Support Staff Post
Please complete in Block Capitals

Post for which you wish to be considered:

A Criminal Record Disclosure will be requested in the event of a successful application

Please enter your ISA number if you have one:

Personal Details

Title:	Surname:
Forename(s):	
Address:	
Date of Birth:	
Daytime Telephone No:	Evening Telephone No:
Email:	
N.I. Number:	
Are you in receipt of an Occupational Pension: Yes / No	

2 Education / Qualifications

Name of School/College/University	Period of Study From To	Subject and type of qualification	Grade

3 Relevant Courses attended during the last three years (please continue on a separate sheet if necessary)

Course	Organised By	Dates	Duration

4a Present / Most Recent Post

Name and Address of Employer			
Post held		Dates held: From: To:	
Salary	£		

4b Details of last two employment posts (please continue on a separate sheet if necessary)

Name and Address of Employer			
Post held		Dates held: From To:	

Name and Address of Employer			
Post held		Dates held: From To:	

5 Medical and Absence Information

How many days absence from work have you had as a result of ill health in total over the last three years?

0-3

4-10

11-20

21-29

30+

Please give details:

Please give details of any prolonged period of absence:

6 Additional Information

Please describe your current post indicating its scope and the responsibilities it entails, adding any further information, which supports your application. Please continue on a separate sheet if necessary. **You are also welcome to submit further details by means of a Curriculum Vitae, but please complete the section below without reference to such documents.**

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7 References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer.

Referee 1

Name:		Tel:
Address:		Email:
Occupation:		Fax:

Referee 2

Name:		Tel:
Address:		Email:
Occupation:		Fax:

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful.

However, career opportunities may emerge in the future. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies.

YES

NO

I give my consent for you to register your interest in my ISA Registration

I declare that the information I have given on this form is correct

Signed _____ **Date** _____