



*“Achievement by
faith and work.”*

St. Margaret's Church of England High School

Aigburth Road, Liverpool L17 6AB

Headmaster

Dr D.F. Dennison B.Ed., Ph.D, C.Biol., M.I.Biol., F.R.E.S., Ad. Cert. Ed.



*Diocese of
Liverpool*

APPLICATION FORM FOR THE APPOINTMENT OF SUPPORT STAFF

CONFIDENTIAL

1. **APPLICATION** for post of _____
(For photocopying purposes this form should be completed in **BLACK** ink).

2. **PERSONAL** (Please complete in block capitals)

SURNAME: _____ TITLE: _____

CHRISTIAN/FORENAMES: _____

ADDRESS: _____

POST CODE: _____ TEL.N^o: _____

If you are registered under the Disabled Persons Act, please give your RPD N^o: _____

Are you in good health? YES/NO

Please give details of any sick leave of more than TWO consecutive weeks taken in the past FIVE years:

3. **PRESENT POST**

LEA/EMPLOYER: _____

ADDRESS: _____

POST CODE: _____ TEL N^o: _____

DATE APPOINTED: ____/____/____

GROSS ANNUAL PAY £ _____

NATIONAL INSURANCE N^o: ____/____/____/____/____

a voluntary aided school

4. EDUCATION AND TRAINING

(a) SCHOOL EDUCATION

Name of School	From – To	Qualifications (Give level, awarding body, subject grades, dates awarded)

(b) FURTHER AND HIGHER EDUCATION

Name of Institution	From – To	Qualifications (give level, awarding body, subject grades, dates awarded)

5. IN-SERVICE EDUCATION (In last FIVE years)

Dates of Course	Length of Course	Details of Course	Provider

6. OTHER EMPLOYMENT (From age of 18 not covered in Sections 3)

From – To	Employer	Nature of Work

7. REFEREES

Please give the names of TWO persons who are able to comment on your suitability for this post. ONE should be your present Headteacher/College Principal or Employer, the other should be a vicar, rector, minister or other suitable person whom the Governors could approach for reference with regard to your religious commitment, if any.

Name: _____ Name: _____

Position: _____ Position: _____

Address: _____ Address: _____

Tel N^o: _____ Tel N^o: _____

8. LETTER OF APPLICATION

You are asked to submit a letter, describing in some detail your relevant previous experience and achievements and their application to this post. Please include any other information about yourself, including your leisure interests, which you would feel helpful.

9. REHABILITATION OF OFFENDERS ACT 1974

For posts where you come into contact with children you are required before appointment to disclose any convictions, cautions or binding over, including spent convictions, under terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Disclosure will be required only if, following interview, it is considered that you are the most suitable applicant for the post.

(a) Have you ever been convicted of a criminal offence or given an official caution? YES/NO

(b) If YES, please provide the following details:

Date of Conviction ____/____/____ Court _____

Nature of Offence _____

Sentence Imposed _____

(c) If appointed do you give your consent to the information given in 10 (a & b) above being verified by the police? YES/NO

10. CONTRACT

This is an application for a post in a Church of England school. If you are appointed the contract that you will be asked to sign includes the following clause:

“the employee agrees to have regard to the Church of England character of the foundation of the school and not to do anything in any way contrary to the interests of the foundation”.

11. STATEMENT

To the best of my knowledge and belief the information contained in this form is accurate.

SIGNATURE: _____ **DATE:** _____