

**Hilbre High School Humanities College**

**Application for Employment**

**(Non-Teaching)**

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| **Title of the job applied for:** |  |
| **Closing date:** |  |
| **Where did you see this post advertised?** |  |
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| **A. Personal details** |  |
| Name: |  |
| Address and postcode: |  |
| Telephone numbers: | Daytime: Evening: Mobile: |
| E-mail address: |  |
| Nationality and country of birth: |  |
| National Insurance number: |  |
|  | |
| **B. Present or most recent employer/employment** | |
| Name:  Address:  Postcode:  Telephone number:  Notice period:  Reason for leaving: | Period (state month/year):  Name of supervisor:  Nature of business:  Basic salary:  Position held and nature of responsibilities: |

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| **C. Previous employment (in date order, starting with most recent)** | | | |
| *Please state all employment and account for any gaps.* | | | |
| Job title, name of employer and type of business | From | To | Brief summary of duties and reason for leaving (if applicable) |
| (state month/  year) | |
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| **D. Education** | | | |
| Please tell us about your education, beginning with the most recent. | | | |
| Date From | Date To | Name of School, College or University | |
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| **E. Educational and professional qualifications** | | | |
| Type of Qualification and Level e.g. A Level, GCSE | | Full Title of Subject Taken, Title of Awarding Body, Date | Grade or Mark |

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| **F. Essential and desirable criteria – see Employee Specification** | |
| *The Employee Specification which was enclosed with this application form gives details of the essential and desirable attributes of our ideal candidate. Please use this opportunity to state clearly how you meet each of the criteria set out in the Employee Specification.* | |
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| G. Your reasons for applying for this post | |
| Please use this space to tell us about your reasons for applying for this post. | |
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| **H. Reference details** | |
| *Please give the names and addresses of 2 people who would be willing to provide a reference concerning your application; 1 of the referees* ***must*** *be your current/last employer*  **Please note that references will be sought prior to interview.** | |
| Name:  Address:  E-mail address:  Daytime contact number:  Is this person your present or previous employer?   Yes  No  If you answered ‘no’ to the above question, in what capacity does the referee know you?  …  ………………………………………….………. | Name:  Address:  E-mail address:  Daytime contact number:  Is this person your present or previous employer?   Yes  No  If you answered ‘no’ to the above question, in what capacity does the referee know you?  ……………………………………………………. |

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| **I. Relationship to existing staff/Trustees** |
| To ensure the appointment process is undertaken in accordance with guidance issued in respect of public service all candidates are asked to declare if they have a personal relationship with an existing employee or Trustee of the Hilbre High School. Please note that any such relationship would not bar an individual from appointment. Please declare below if you have a family relationship or other close relationship with an existing employee or Trustee. |
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| **J. Your availability** |
| Please tell us when you are **not** available for interview in the 3 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated. |
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| **K. Declaration** | |
| *The details given by me are correct to my knowledge and belief. I also understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in any other documents submitted as part of the recruitment process.*  *This role is classed as ‘regulated activity’ and it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.* | |
| Signature: | Date: |