Hertfordshire County Council
Job Application Form
(Support Staff in Schools)

Post Applied for: …….. At: …….. School

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING
You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**
For guidance on completing this form, please look at the Guidance Notes – Support Staff document

PERSONAL DETAILS (block capitals please)

Surname/Family Name:	**Preferred Title:**
First Name(s):	**Previous Surname:**
Home Address:	**Date of Birth:**
	Email:
	Telephone (Home)
	Telephone (Work)
Post Code:	**Telephone (Mobile)**
	email:

CURRENT OR MOST RECENT EMPLOYMENT		
Employer's Name:		
Department/Section:		
Address:		
Job Held:	**Grade:**	**Salary:**
Date Started:	**Are you still employed?**	**Yes/No**.
If **YES,** amount of notice required	or, if **NO,** the date employment ended:	
Brief description of the main duties of your job:		
:		

PREVIOUS EMPLOYMENT DETAILS

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

From	To	Name and Address of Employer	Job Title	Reason for Leaving

EDUCATION/QUALIFICATIONS

Please give details of your education including any professional qualifications, starting with the most recent attained

Dates Attended From / To	Name(s) and Address(es) of Secondary School/College/ University or other	Qualifications gained (State:level/grade/date achieved)

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	Year	Month	Year

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LEISURE INTERESTS
Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Institute/Professional Body	Current Level of Membership (e.g. corporate)	Membership Number
Please give details of your involvement with these bodies (e.g. attendance at meetings)		

TRAINING AND DEVELOPMENT
Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

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REFERENCES

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer. References from friends or relatives are not acceptable.**

1) Name:	**Status:**
Address:	
Telephone: **email:**	
2) Name:	**Status:**
Address:	
Telephone: **email:**	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details: ……..	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

YOU NOW NEED TO COMPLETE THE ENCLOSED PERSON SPECIFICATION FORM

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