



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:

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

1 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:
Salary	£		

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

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?

Please tick

0-3 days 4-10 days 11-20 days 21-29 days 30+ days

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.**

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.

1

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

2

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

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

Signed

Date

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.

Please Tick

YES

NO

Please return completed Application and Monitoring Forms to:

Sir Kevin Satchwell
Headmaster
Thomas Telford School
Old Park
Telford
Shropshire
TF3 4NW

Email: ksatchwell@ttsonline.net



Thomas Telford School Monitoring Form

This information is kept separate from the rest of your Application Form and is not seen by anyone involved in the selection process.

Please complete in BLOCK CAPITALS

Post Title:	
Full Name of Applicant:	
Previous Names:	
Preferred Title:	
Date of Birth:	

Please tick as appropriate

Age

16-18	
19-35	
36-49	
50-59	
60-65	
Over 65	

Ethnic Origin

Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian Background	

Black or Black British	
Caribbean	
African	
Any other Black Background	

Mixed	
White and Black Caribbean	
White and Black African	
White & Asian	
Any other Mixed Background	

White	
British	
Irish	
Any other White Background	

Other Ethnic Group (please specify)

How did you find out about this vacancy?	
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