# Employment application form

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| **Position applied for:** | Kyra Clerical Assistant |

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| **Personal details** | | | | |
| **Title:** Click or tap here to enter text. | **First name:** Click or tap here to enter text. | **Surname:** Click or tap here to enter text. | | |
| **Previous surnames** *(Please list all previous surnames you have been known by)***:**  Click or tap here to enter text. | | | | |
| **Home address** *(including postcode)* | Click or tap here to enter text. | | | |
| **Telephone numbers** | **Work:** Click or tap here to enter text. | **Personal:** Click or tap here to enter text. | | |
| **Email** | Click or tap here to enter text. | | | |
| **National Insurance** | Click or tap here to enter text. | | | |
| **TRN** *(if applicable)* | Click or tap here to enter text. | | | |
| **Do you have the right to work in the UK?** | | | Yes | No |
| **Do you require a work permit or visa?** | | | Yes | No |
| **If ‘yes’, please provide details:**  Click or tap here to enter text. | | | | |

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| **Current employment** | | |
| **Name & address of employer** | Click or tap here to enter text. | |
| **Post held** | Click or tap here to enter text. | |
| **From (mm/yy):** Click or tap to enter a date. | | **To: (mm/yy)** Click or tap to enter a date. |
| **Main responsibilties** | Click or tap here to enter text. | |
| **Current salary** | Click or tap here to enter text. | |
| **Reason for leaving** | Click or tap here to enter text. | |

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| **Previous employment**  *(Please use additional sheets if required)* | | | | |
| **Name & address of employer** | **Position held and main responsibilities** | **From (mm/yy)** | **To (mm/yy)** | **Reason for leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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| **Please account for any gaps in employment below:**  Click or tap here to enter text. |

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| **Professional and personal development**  *Please include details of any relevant training courses attended (please use additional sheets if required)* | | | |
| **Name of provider** | **Award/qualification** | **From (mm/yy)** | **To (mm/yy)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
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| **Education history**  *Please list your education history, most recent first (please use additional sheets if required)* | | | |
| **Institution** | **From (mm/yy)** | **To (mm/yy)** | **Qualification attained/subject** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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| **Supporting statement**  *Please explain why you’re applying for this post and what skills and experience you can bring (please refer to the job description and how you meet the requirements set out in the person specification in your answer, using additional sheets if required).* |
| Click or tap here to enter text. |

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| **Referees**  *Please provide detail of two referees, one of whom must be your current or most recent employer.* | | | | |
| **Referee 1** | | | | |
| **Name** | Click or tap here to enter text. | | | |
| **Position/ job title** | Click or tap here to enter text. | | | |
| **Organisation** | Click or tap here to enter text. | | | |
| **Relationship to you** | Click or tap here to enter text. | | | |
| **Address** | Click or tap here to enter text. | | | |
| **Telephone no:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | | |
| **Are you happy for us to contact this referee prior to interview?** | | | Yes | No |

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| **Referee 2** | | | | |
| **Name** | Click or tap here to enter text. | | | |
| **Position/ job title** | Click or tap here to enter text. | | | |
| **Organisation** | Click or tap here to enter text. | | | |
| **Relationship to you** | Click or tap here to enter text. | | | |
| **Address** | Click or tap here to enter text. | | | |
| **Telephone no:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | | |
| **Are you happy for us to contact this referee prior to interview?** | | | Yes | No |

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| **Personal data** | | | |
| **Where did you hear about this vacancy?** | CST website  School’s website  TES online  Schools Week jobs board  Word of mouth | | |
| **Please declare if you are related to or know personally any CST employee** | Click or tap here to enter text. | | |
| **Have you ever been subject to a child protection investigation by your employer or any other organisation?** | Yes | If **Yes** please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview. | |
| No |
| **Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?** | Yes | If **Yes** please specify (e.g. ground floor venue, sign language, interpreter, audiotape etc):  Click or tap here to enter text. | |
| No |
| **Do you have any unspent convictions, cautions, reprimands or warnings?** | Yes | If **Yes,** please give details:  Click or tap here to enter text. | |
| No |
| **I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency. I also confirm to a criminal records check if appointed to the position for which I have applied.** | | **Signed:** Click or tap here to enter text. | |
| **Date:** Click or tap here to enter text. | |
| **Declaration** | | | |
| I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.  I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984 and 1998. | | | |
| **Signed:** Click or tap here to enter text. | | | **Date:** Click or tap here to enter text. |

Please send completed application forms to [recruitment@lincs-hub.co.uk](mailto:recruitment@lincs-hub.co.uk)

Alternatively, please post to Sarah Middleton at:

Mount Street Academy, Mount Street, Lincoln, LN1 3JG.