

Ferryhill Business & Enterprise College

as part of The Eden Learning Trust

**Support Staff Application Form**

Thank you for downloading Ferryhill Business & Enterprise College’s Teaching Post Application form.

This form should only be used to make applications for advertised Teaching jobs at Ferryhill Business & Enterprise College.

You are advised to save this form to your personal computer so it can be filled in at your own time and pace. To do this click on “File”, then “Save As….” and finally click the Save button (you can change the filename and location if you wish).

**How to submit Your Job Application Form**

Please fill in the following pages, ensuring you complete all relevant parts.

Once you have completed your application form please ensure you have detailed which post it is you are applying for and ensure it is sent to the correct address. The address will be detailed on the advert of choice. Please note if application forms are received late or sent to the incorrect address they are at risk of being excluded from the recruitment process.

**Problems filling in this form or requests for other formats**

If you have any queries or problems filling in this form and it isn’t in the guidance notes document or you need this form in another format such as large print or Braille, then please: Email us at general@fbec.uk or telephone us on 01740 651554.

Please complete this form and return it to: -

Ferryhill Business & Enterprise College

Merrington Road

Ferryhill

County Durham

DL17 8RW

OR

Email: [general@fbec.uk](mailto:general@fbec.uk)

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| Vacancy Reference Number |  |

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| **Ferryhill Business & Enterprise College**  **as part of The Eden Learning Trust**  **Support Staff Application Form**  **Strictly Confidential** |  |
| **Please read the Guidance Notes before completing this form** | |

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| **To be completed by the Applicant** | | | | | | | | | | | | |
| Post Title: | | | | | | | Closing Date: | | | | | |
| Surname: | | | | | | | | | | | | Title: |
| Forename(s): | | | | | | | | | | | | Date of Birth: |
| Address: | | | | | Telephone No: Home | | | | | | | |
| Mobile: | | | | | | | |
| Postcode: | | | | | Work (if convenient): | | | | | | | |
| E-mail address: | | | | | | | | | | | | |
| **Job Share**  If this post is open to job share, do you wish to apply for this post in a job share capacity? | | | | | | | | | | | | |
|  | **Yes** | | |  | | | | **No** | | | | |
| **Please state where you saw the advertisement for this post.** | | | | | | | | | | | | |
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| Do you consider yourself to be a person with a disability?  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification. | | | | | | | | | | | | |
|  | **Yes** |  | **No** | | | | | |  | | **Prefer not to say** | |
| If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements. | | | | | | | | | | | | |
| **IMPORTANT INFORMATION** | | | | | | | | | | | | |
| **Criminal Convictions**  If you have any spent or unspent convictions to declare please either declare them here, or if you prefer, send details by post marked 'For the attention of the Headteacher, in strict confidence - only to be opened by the addressee’ stating the post title and post reference number. | | | | | | | | | | | | |
| **Data Protection Statement**  The Eden Learning Trust is committed to confidentiality and complies with the Data Protection Act 2018. All information will be handled and stored sensitively and used only for its intended purpose. | | | | | | | | | | | | |
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| **I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.**  I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview**:** | | | | | | | | | | | | |
| **Signature: Date:** | | | | | | | | | | | | |
| (For Office Use Only) | | | | | |  | | | |  | | |
| Candidate Ref. No: | | | | | | Post Title and Ref. No: | | | |  | | |

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| **A** | **Education** |

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| **Secondary Education** | | | | |
| N.B. appointment will only be confirmed subject to receipt of official certificates in support of below. (Please use continuation sheets if required) | | | | |
| **School attended** | **Qualifications** | **Subject** | **Date** | **Grade** |
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| **Further and Higher Education:** Please include YT, apprenticeships etc. | | | | | | | |
| **School, College or University** | **Qualifications** | | **Subject** | | **Date** | | **Grade** |
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| **Technical or Professional Membership/Qualification:** | | | | | | | |
| **Institute** | | **Grade of Membership** | **Year of Election** | **Registration Number** | | **Expiry Date (if applicable)** | |
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| **For Posts Requiring General Social Care Council Registration:** | | |
| Should your post require you to be registered with the General Social Care Council please quote your registration number and expiry date. | Registration Number | Expiry Date |
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| **B** | **Employment Details** | | | | | |
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| **Including Work Experience, Training Schemes e.g. YT, ET, New Deal** | | | | | | |
| **Present/most recent post\*:** | | |  | | | |
| (\*If currently unemployed please give your most recent post with date of finish and reasons for this.) | | | | | | |
| **Name and address of Employer** | | **Employer’s Business** | | **Date** | | **Grade and present salary** |
|  | |  | | From | To |  |
|  | |  | |  |  |  |
| Do you have any additional employment which you intend to continue if appointed to this post?  If yes, please detail the nature of the work and the hours | | | | | | |
| Period of notice required or termination date | | | | | | |
| Reason for seeking new employment? | | | | | | |

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| **Person Specification:**  Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required). | | | | | |
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| **C** | **Full Employment History** | | | | |
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| Please provide **full** details of all previous posts you have held, including those with Durham County Council (if applicable) starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. (Please use continuation sheets if required). | | | | | |
| **Name and Address of Employer** | | **Appointment held/Grade and/or salary (if any)** | **Dates (dd/mm/yy)** | | **Reason for leaving** |
|  | |  | **From** | **To** |  |
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| **D** | **Referees** | |
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| Give name, job title, relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school.  Next of kin or immediate relatives should not be named as referees.  **Please note that for positions in contact with children and vulnerable adults, The Eden Learning Trust has the right to seek references from any or all previous employers and line managers prior to interview.** | | |
| **Referee 1**Name: | | **Referee 2**Name: |
| Job Title: | | Job Title: |
| Relationship to Referee: | | Relationship to Referee: |
| Address: | | Address: |
| Post Code: | | Post Code |
| Telephone No: | | Telephone No: |
| E-mail: | | E-mail: |
| This reference can be requested prior to interview: | | This reference can be requested prior to interview: |
| **N.B. Appointment will only be confirmed subject to satisfactory references.** | | |

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| **E** | **Additional Information** |
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| In this space provided can you detail any other additional skills information (not already detailed in section B) which is considered relevant to this post. This may include any particular skill and qualities, which will help us assess your suitability for this post. Please use continuation sheet if necessary. | |
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| **F** | **Continuation Sheet** |
| Please use this space for any other details you could not complete in the rest of the application form | |

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| **G** | **Continuation Sheet** |
| Please use this space for any other details you could not complete in the rest of the application form | |

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| **G** | **Continuation Sheet** |
| Please use this space for any other details you could not complete in the rest of the application form | |

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| **G** | **Continuation Sheet** |
| Please use this space for any other details you could not complete in the rest of the application form | |

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