



Shelton Junior School  
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Headteacher: Mr J Bacon  
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**CONFIDENTIAL JOB APPLICATION FORM**

The information given on this form will be treated with the strictest confidence. Any offer of employment will be subject to satisfactory medical clearance and CRB checks and where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

**Position applied for: Administrative Assistant**

**Personal details**

Title:	
Surname:	First names:
Previous name(s):	
Address:	Date of Birth:
	National Insurance No:
Postcode:	Home Telephone No:
Email address:	Mobile Telephone No:

**FOR TEACHING POSTS ONLY:**

DCSF or GTC Number:

Date that Qualified Teacher Status was achieved:

Are you related to any member of the governing body/employee of this organisation?

Yes

No

Don't Know

If Yes, please give the name of member of governing body/ employee of the organisation:

*(from July 2010 onwards)*

Are you registered with the Independent Safeguarding Authority?

Registration Number:

### Education and Qualifications

Please give details of **secondary** and **further education** including any A levels or equivalent vocational courses

Dates (mm/yyyy)		College/ Other institution	Qualifications obtained and grade/level
From	To		

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Please give details of any **higher** education and equivalent courses

Dates From	(mm/yyyy) To	College/Other institution	Qualifications obtained and grade/level	Name of awarding body

Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application

Dates obtained	Qualifications obtained and grade/level	Name of awarding body

**Employment History**

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

<b>Present employment</b>	
Job title:	Employer:
Current salary:	Address:
Current scale ( if applicable ):	
Employed from:	Employed to:
<b>Please give a brief description of current duties, responsibilities and achievements</b>	

<b>Previous employment</b>				
<b>Dates (mm/yyyy)</b>		<b>Name of employer</b>	<b>Job title and main responsibilities</b>	<b>Reason for leaving</b>
<b>From</b>	<b>To</b>			

<b>If there are any gaps in your employment history please explain them</b>
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**here**

**Referees**

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Telephone number:

Email:

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Telephone number:

Email:

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you



**For persons who are not British or EU nationals**

If you have any conditions related to your employment please give details:

**Personal declarations**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered “spent” under the Act.

Have you ever been convicted of any offence or bound-over or given a caution?  
Yes/No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential-Disclosure”

I understand that if my application is successful, I will be required to obtain a CRB disclosure at the appropriate level.

**SUPPLEMENTARY INFORMATION:**

Do you have a full current driving licence?    Yes/No

Do you have daily use of a vehicle?            Yes/No

Do you consider yourself to have a disability? Yes/ No

(N.B: The Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day

activities”)

Shelton Junior School operates an interview guarantee scheme for people with a disability and who meet the essential criteria of the post.

If you have a disability, are there any arrangements which we can make for you if you are called for an interview? Yes/No

If Yes, please outline your requirements:

**Declaration - please read carefully**

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any other information received by or on behalf of Shelton Junior School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed:

Date:

Print name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.