



**CONFIDENTIAL**

### 

**INTERNAL SUPPORT STAFF APPLICATION FORM**

**WILDERN ACADEMY TRUST PURSUES A POLICY OF EQUALITY OF EMPLOYMENT**

**Please use black ink/print when completing this form**

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| 1. Application for the post of: |  | At: (School/ Establishment) |  |
|  | | | |

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| --- | --- | --- | --- | --- |
| **2.** Last Name |  | | First Names |  |
|  | | | | |
| Title |  | Any Previous Last Names | |  |
|  | | | | |
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| --- | --- | --- | --- | --- | --- |
| **3. Present appointment** | | | | | |
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|  | | | | | |
| Employer’s name/dept | |  | | | |
|  | | | | | |
| Address |  | | | Postcode | |
|  | | | | | |
| Post held |  | | Date appointed | |  |
|  | | | | | |
| Salary |  | | Grade (if applicable) | |  |
|  | | | | | |
| Other  allowances |  | | | | |
|  | | | | | |
| Notice period |  | | | | |
|  | | | | | |

**4. Reasons for applying for this post**

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**5. Statement in support of application**

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

**Applicants should confine this to two sides of A4. An additional letter is not required.**

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**5.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Candidate |  |  | Date |  |
|  | | | | | |

*September 2020*