PLEASE COMPLETE USING BLACK INK OR TYPE
Application for the post of :

The Premier Academy
Saffron Street
Bletchley
Milton Keynes
MK2 3AH
Tel: 01908 373621
Fax: 01908 367324
e-mail: admin@tpamk.co.uk

APPLICATION FORM
SUPPORT STAFF

PERSONAL DETAILS

SURNAME : ..... PREVIOUS SURNAME : .....

FORENAME(S) : .....(MR ☐ MRS ☐ MISS ☐ MS ☐)

ADDRESS : .....

.....

POSTCODE : .....

TELEPHONE NO. HOME : ..... WORK : .....

MOBILE : ..... EMAIL ADDRESS : .....

N.I. NUMBER :

REFERENCES

Please give the names and addresses of two referees, one of whom should be your current (or most recent) employer. Can we contact them before interview?

Current/last employer : YES ☐ NO ☐ Second referee : YES ☐ NO ☐

We reserve the right to take up references from any of your previous employers.

If you were known to either of your referees by another name please give details :

.....

Name :	Name :
Post title :	Post title :
Business name :	Business name :
Business address :	Business address :
Tel no :	Tel no :
Email :	Email :
In what capacity do you know the above?	In what capacity do you know the above?

EDUCATIONAL ATTAINMENTS

Give details of secondary schools, colleges and universities attended, with examination dates, results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested.

EDUCATION

Date	School, College, University etc.	Examinations, Subject and Results

TRAINING AND PROFESSIONAL QUALIFICATIONS

Date	Awarding Body	Qualifications

Please note that you will be required to produce evidence of qualifications attained.

CURRENT POST DETAILS

POST TITLE

Name and Address of Employer	Employer's Business	Start Date	Current Pay & Grade (if applicable)

Period of Notice Required :

Duties and Responsibilities

PREVIOUS EMPLOYMENT

Please list, giving details of your most recent employment first

Name and Address of Employer and place of work	Post Title	Grade and Salary	Dates From / To	Reason for Leaving

SUPPORT FOR APPLICATION

Please attach a letter of application explaining how you will meet the duties of the post for which you are applying and give any further details of experience which may be relevant to this post.

ADDITIONAL INFORMATION

Are you in good health? YES ☐ NO ☐

How many days absence have you had in the last 2 years? ……

Please give details if appropriate : ……

OTHER INFORMATION

1. a) Do you hold a current driving licence? YES ☐ NO ☐
   b) Do you have regular use of a vehicle? YES ☐ NO ☐

2. Where did you see the advertisement for this post? If in journal / newspaper, please give its name :

……

NOTE
Any personal data entered on this form may be held on computer forms.

ASYLUM AND IMMIGRATION ACT 1996

In accordance with Section 8 of the Asylum and Immigration Act 1996, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment.

You will therefore be requested to produce one of the following documents before the commencement of your employment

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states the National Insurance number of the person named.
- A passport describing the holder as a British Citizen or as having the right of abode in – or an entitlement to re-admission to – the United Kingdom.
- A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.
- A certificate of registration or naturalaisation as a British Citizen.
- A birth certificate issued in the United Kingdom or the Republic of Ireland.
- A passport or a national identity card issued by a State which is party to the European Area Agreement and which describes the holder as a national of that State.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

Signature : …… Date : ……

DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for a position with The Premier Academy you are required to disclose any criminal convictions you have in line with the Rehabilitation of Offenders Act 1974. Certain posts will require disclosure of convictions which are regarded as spent under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975. These posts will include those where there is regular contact with people under 18 years of age or people who have speech, hearing or sight impairment or are suffering from mental illness. A Disclosure and Barring check will take place prior to employment.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

I have no criminal convictions : …… (signed)

I have attached details of criminal convictions : …… (signed)

I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

Signed : **Date :**

Full Name : _____