



## Application for Employment



As an equal opportunities' employer,  
applications are welcomed from candidates  
from all sections of the community



INVESTOR IN PEOPLE

**Your application should be typed or written in a dark ink.**

Application for the post of: <b>Midday Assistant</b>  Job Reference Number: <b>Midday Mar26</b>	Please return form to:  Windmill Hill Primary School Windmill Hill South Runcorn Cheshire WA7 6QE  Email to:  Sec.windmillhill@haltonlearning.net
--	---

### PERSONAL DETAILS

Surname (BLOCK CAPITALS)	Forename(s)
Previous Name(s) (BLOCK CAPITALS)	Title: Mr/Mrs/Miss/Ms/Dr ( <i>delete as appropriate</i> )
Address  Postcode	Home Telephone No  Mobile Telephone No  Work Telephone No  May we telephone you at work?
E-Mail Address	

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, volunteers, and workers to share this commitment.

**DETAILS OF EDUCATION AND QUALIFICATIONS (to include current courses of study)**

*List only those qualifications which are relevant to your application (please refer to the person specification.) Please note you will be required to provide documentary proof of all qualifications and grades you list on your application form. Any offer of employment may be rescinded if you cannot provide such proof.*

Schools, Colleges, Universities attended	From Mnth&Yr	To Mnth&Yr	Qualifications gained	Grade Awarded	Achieved Mnth&Yr

**TRAINING**

Please list any course(s) which you have undertaken which are relevant to the job and/or specified in the person specification.

Mnth&Yr	Organising Body	Course Title	Duration

**RECORD OF EMPLOYMENT**

Name & Address of Present Employer	Post Held			
	Present Basic Salary			
	Present Salary Grade (if applicable)			
	Permanent or Temporary			
Period of Notice required by present employer	Date Appointed	Date	Month	Year

**PREVIOUS EMPLOYMENT**

Please give details of all posts you have held, starting with your most recent. Please indicate any gaps in employment e.g., unemployment, training, career break, etc. (use an additional sheet if necessary).

Name and address of employer	From Mnth&Yr	To Mnth&Yr	Post Held	Reason for Leaving/Gap

**BACKGROUND**

Details of experience, or any supporting information to your application. You should refer to aspects of your education, training and experience you feel make you a suitable candidate for the position.

Please use additional sheets if necessary.

**REFERENCES**

Please supply the names, addresses and telephone numbers of two referees, **one of whom must be your present employer if you are currently employed, or former employer if currently unwaged.** Close relatives are **not** accepted as referees.

Name	Name
Occupation	Occupation
Organisation	Organisation
In what capacity does the referee know you?	In what capacity does the referee know you?
Address	Address
Email Address	Email Address
Tel No	Tel No
Referee's preferred method of communication?	Referee's preferred method of communication?
Email                      Post	Email                      Post
Can we take up this reference prior to interview?	Can we take up this reference prior to interview?
YES/NO	YES/NO

If you are related to any Governor, or employee of Windmill Hill Primary school or Halton Borough Council, please give details of relationship.

**Successful applicants will require an enhanced DBS.**

**I certify that the information detailed on this application form and any supplementary sheets is correct. Any proven intentional falsification may be the subject of disciplinary action, which may result in my dismissal from the Council. I also agree that any information given on this application can be processed for data protection purposes.**

Date: .....

Signature: .....