

Applicant's Reference number  
(For Office Use Only)

# EGGBUCKLAND COMMUNITY COLLEGE

*A DCSF Designated Technology College*

Westcott Close, Eggbuckland, Plymouth, Devon. PL6 5YB

Telephone: 01752 779061 Fax: 01752 766650

E-mail: [mailbox@eggbuckland.com](mailto:mailbox@eggbuckland.com) Website: [www.eggbuckland.com](http://www.eggbuckland.com)

Principal: Katrina Borowski

## APPLICATION FOR A SUPPORT STAFF POSITION



partnership development schools  
Supported by the TDA

Barclays new futures



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY

Name(s) you prefer to be known by:

Post applied for:

### FAIRNESS AND EQUALITY OF OPPORTUNITY

We will treat your application fairly and honestly, and consider it only in relation to the requirements of the job.

We will do this regardless of whether or not you currently work for the Council or another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not discriminate unfairly against anyone.

Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help, please contact the College and we will put you in contact with the relevant LA Officer.

### DATA PROTECTION ACT

Information from this application form may be processed by computer for purposes registered by the City Council under the data protection legislation; individuals have the right of access to computerised personal data concerning them.

### DOCUMENTARY EVIDENCE

Candidates called for interview will be required to bring the following **original** documents to the interview for verification:

i) Birth certificate, passport or driving licence (ii) Certificates of academic and professional qualifications (where relevant). It would be useful if you also bring bank details to help speed up the process for successful applicants.

### RETURNING THE FORM

Please post it to the college Principal by 12 noon on the closing date.

## Part One: Personal details

Name in full

Title

Previous or other names(s)

Address

National Insurance Number

Post Code

Work Telephone

Home Telephone

Work Fax

Home E-Mail

Work E-Mail

When are you available for employment?

If this post is open to job share, do you want to be considered for this option

YES / NO

## Part Two: Education and Qualifications

Secondary School/College

CSE/O Level/GCSE Subjects, grades and dates

Post-16 Qualifications: Subjects, grades and dates

## Part Two continued: Education and Qualifications

### Higher Education

University/College

Dates of attendance

Qualification (e.g. BA, BEd)

Classification

Date of award

Subjects

### Other Qualifications (e.g Diplomas, Vocational Qualifications)

Awarding Body

Dates awarded

Subjects

Level

### Membership of Professional/Technical Bodies

Awarding Body

Dates awarded

How obtained (e.g. Examination or Election)

Grade of Membership

### Part Three: Present/most recent post

Job Title

Employer

Address

Date of Appointment

Present Salary

Post Code

Any additions

Telephone

Period of Notice

Fax

Payroll No. if with Plymouth City

E-Mail

Date of Leaving

Reason for wishing to leave

Brief description of current job

## Part Four: Previous Appointments (most recent first)

Type of employment and post held salary and reason for leaving.	Name and address of employer	from / to (Dates)

Please give reasons for any breaks in employment

Number of working days off sick (ie for 12 months previous to the date of this application)



## Part Six: Referees

Two referees are required. One should be your present or last employer if possible. School leavers should give Head teacher. If you have not been in employment in recent years, you are welcome to give a suitable alternative referee of your choice.

Please tick if you do not wish your referees to be contacted prior to interview.

Name

Occupation

Address

Telephone

Fax

E-Mail

Name

Occupation

Address

Telephone

Fax

E-Mail

## Caution

If you provide false information, this could lead to dismissal. If you canvass you will be automatically disqualified.

A candidate for any appointment with Plymouth LA who knows he/she is related to any member of the Council, a Governor of the College or senior officer is required to disclose that relationship when submitting an application. The designation 'senior officer' includes Principal, Vice Principal and Assistant Principal and Curriculum Team Leader. A candidate who fails to disclose such a relationship shall be disqualified from the appointment and if appointed shall be liable to dismissal without notice.

If applicable please give details of such as relationship.

Do you need permission to work in the UK? Yes  No

Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK? Yes  No

## Rehabilitation of Offenders

Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitations of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Authority and it is found out that you failed to disclose any previous convictions this could result in dismissal or disciplinary action taken by the Authority. All information will be treated in confidence and will only be considered in relation to an application for posts to which exemption order applies.

Have you ever been convicted of any criminal offence? Yes  No

If yes, please give brief details

## Declaration

I declare that the information I have given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed.

Signed

Date

## Letter of Application

Please write a letter in support of your application in the space below, or attach it to this form. If you wish you may also enclose/attach a CV.

If disabled, please state any particular assistance or facilities you may require in attending an interview. The College is not accessible, in all areas, to disabled people. However Plymouth City Council is committed to providing access aids, adaptations and alternatives, wherever possible and reasonable, to enable disabled people to fulfil the criteria for, and undertake the duties of its jobs.

Eggbuckland Community College does not operate an anonymous application process.