



If you are completing this form on screen you can access each field by clicking within it using the mouse; alternatively move from field to field using the TAB key (Shift + TAB to move backwards). Enter or remove an X in a check box by single left click. Please supply any extra pages in additional documents sent with this application stating your name post reference number and post title.

POST APPLIED FOR:

POST REF:

CLOSING DATE:

Where did you see the post advertised?

If it is possible would you like to be considered as a job sharer for this position? Yes  No

**Personal Details**

Last Name		First Names		National Insurance No					
Contact Address				Daytime Tel No					
				Home Tel No					
				Mobile No					
Postcode				Fax No					
Date of Birth									
Email Address									
Do you need a work permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	May we contact you at work?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
What is your preferred method of contact?	E-mail	<input type="checkbox"/>	Phone	<input type="checkbox"/>	Fax	<input type="checkbox"/>	Post	<input type="checkbox"/>	

**Employment Details**

Current or most recent first  
Dates M=Month Y=Year

From		To		Enter Job title and Employer's name & address	Reason for leaving	Length of notice	Salary & benefits
M	Y	M	Y				

Main responsibilities and reporting relationships of your current or last job

**Previous employment details** \_\_\_\_\_

Dates M=Month Y=Year List in descending order. Include voluntary or unpaid work undertaken. Explain any breaks in employment.

*\*Please state grade if in Local Government*

From		To		Enter Job Title and Employer's name, location	Reason for leaving	Salary & benefits*
M	Y	M	Y			

Please continue on a separate word document if necessary and send it with the completed application stating name and post reference no

**Educational details** \_\_\_\_\_

State most recent first - Dates M=Month Y=Year

From		To		Name and location of School, College, Polytechnic or University	Examinations taken State level & subjects	Grade obtained or expected
M	Y	M	Y			

**Vocational and non-Vocational training** \_\_\_\_\_

Date	Course Title	Duration

## Membership of Technical or Professional Organisations \_\_\_\_\_

Date of Admission	Grade of Membership	Name of Institute/ Professional Organisation	Method of Membership e.g. by examination, experience

## Further information \_\_\_\_\_

Are you related to any senior officer of Amey West Berkshire or Amey?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes, please give details ( <i>Canvassing will disqualify an applicant</i> )				
Do you hold a current driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Do you have any licence endorsements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
					If Yes, please give details				
Are you a car owner?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Have you any "unspent" criminal convictions? **	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**\*\*If Yes, please give details in an additional word document and email with this application. NOTE: You are not required to give any information on "spent" convictions under the Rehabilitation of Offenders Act 1974 unless the post is exempt in which case a Rehabilitation of Offenders Act declaration form will be attached for completion**

## Referees \_\_\_\_\_

Please provide details of two referees, which must be your present and previous employer. If you have not had two employers you may give details of someone who knows you well, although not a member of your family. If you have recently finished education, please give details of a tutor. It is important that you state a contact name, full postal address and at least one contact number, as incomplete details may delay your application. Please note that in addition to your two referees, we reserve the right to contact any of your previous employers for the purpose of verifying your employment record, if we think this necessary.

	Referee 1				Referee 2			
Name								
Position								
Address								
Postcode								
Telephone Number (Daytime)								
Telephone Number (Home)								
Telephone Number (Mobile)								
Fax Number								
Email address								
Relationship to you								
Do you wish to be contacted before we approach this referee?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### Supplementary information in support of your application

---

Please provide any other information you consider relevant, including your reason for applying for the post and why you consider yourself to be suitable for the post. Please refer to the job description and person specification and comment on how far you meet each requirement. Also draw on experience you may have gained outside the work environment.

*If required please continue on the extended information sheet below. Please clearly state your name, the post reference no. and the post title on any additional word documents and email with this application.*

### Declaration

---

I certify that the information made in this application is correct and complete to the best of my knowledge. I understand that if I am appointed and it is subsequently discovered that any statement made in this application is incorrect, I may be dismissed. I also understand that, on application, information from this form will be computerised for personnel purposes in accordance with the Data Protection Act 1984 and 1998.

Signature:

Date:

By emailing this document to us, you give your agreement with the declaration and conditions stated above. Applicants will be required to sign their application forms at interview. Please return this completed application form to [amclntyre@thealegreen.w-berks.sch.uk](mailto:amclntyre@thealegreen.w-berks.sch.uk) or Theale Green School, Church Street, Theale, Berkshire RG7 5DA. Please include the completed Equal Opportunities Form in your email along with any other documents separate to this application. Please ensure that your application reaches us before the closing date.

