

**The Crypt School
Podsmead Road
Gloucester GL2 5AE**

APPLICATION FORM FOR THE APPOINTMENT OF

ADMINISTRATION ASSISTANT

Start date : As soon as possible

Closing date for applications : Thursday, 21st August, 2008

Interviews will be held shortly thereafter

1. Personal Details :

Surname : _____ Forenames _____

Address : _____

email address : _____ Current Pay Scale Point : _____

Telephone No : Home : _____ Work : _____ Date of Birth _____

2. Secondary Schools Attended

Dates

Subjects taken at 'A' level plus grades

3. Higher Education and Training

Name of
University / college

Dates

Type of
Course

Subjects

Qualification or
Class of degree

4. Other qualifications / institute membership

College / Institute or other name	Dates		Qualification / level
	From	To	

5. Employment details, starting with most recent

Employer : Starting date :

Address : Leaving date :

Job title :

Main Responsibilities :

Previous Employer : Starting date :

Address : Leaving date :

Job title : Reason for Leaving :

Main Responsibilities :

Previous Employer :	Starting date :
Address :	Leaving date :
Job title :	Reason for leaving :
Main Responsibilities :	

7. References – one must be present or most recent employer.

Name : _____	Name : _____
Position : _____	Position : _____
Address : _____	Address : _____
_____	_____
Post Code : _____	Post Code : _____
Facsimile No: _____	Facsimile No : _____
Telephone No. _____	Telephone No : _____
Email : _____	Email _____
Able to contact prior to interview? Yes/No	Able to contact prior to interview? Yes/No?

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

I confirm that the information given on this form is, to the best of my knowledge, true and complete, and my name is not on List 99, and I have not been disqualified from working with children, or am subject to sanctions imposed by a regulatory body. I have no convictions, cautions, or bind-overs, or have attached details of their record in a sealed envelope marked 'Confidential'

Signature _____ Date _____

