# APPLICATION FORM

**PERSONAL DETAILS**

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| **Candidate Number:**  (office use) |

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| **Position Applied For:**  **School Rep Assistant** |

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| **FULL NAME:** | **ADDRESS:** |
| **Title:** |  |
| **Forename (s):** |  |
| **Surname:** |  |
| **Previous Surname:** | **Postcode:** |

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| **Home Telephone:** |  |
| **Mobile:** |  |
| **Email Address:** |  |

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| **Current notice period:** |

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| **Where did you hear about the vacancy?** |

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| **Eligibility to work in the UK: To comply with legislation, all candidates must provide documentary evidence of their right to work in the United Kingdom.**  Are you legally permitted to work in the United Kingdom?  Have you any limitations of which we should be aware in considering your application? |

**REFERENCES**

Please give the name and addresses of at least two persons who have supervised you in a professional capacity who may be consulted regarding your suitability for this post. One reference should be your present or most recent employer. References should cover the current and preceding 5 year period.

**Offer of employment will be subject to the receipt of at least 2 satisfactory references.**

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| **Referee 1** | |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  |  |
| |  |  | | --- | --- | | **Referee 2** |  | |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No.** |  |
| **Email Address:** |  |
|  |  |
| **Referee 3** |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
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May we seek references prior to interview?

**DECLARATION**

**TO BE COMPLETED BY ALL APPLICANTS**

By signing and returning this application form, I consent to LMSU obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of 6 months from all relevant filing systems.

If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this post, my name will be withdrawn as a candidate.

I certify the information provided in this application (and any further information enclosed), is correct.

I declare that all entries on this form are correct and complete. I accept that providing deliberately false information may result in my dismissal, if I am appointed.

Signed: …………………………………………………. Dated: ……………………………...

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| **CURRENT OR LAST EMPLOYER** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **Period of notice required** |  |
| **PREVIOUS EMPLOYER 1** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 2** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 3** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
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| **EDUCATION AND TRAINING**  **Please note that offers of employment are subject to proof of all relevant qualifications** | | | | | |
| **Education** | **University/College/ School** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Professional Qualifications** | **University or College attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Training, please enter details of any relevant training not mentioned above** | **College, Training Body or Organisation and dates attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **OUTSIDE INTERESTS/HOBBIES** | | |
| **Please give details of hobbies and interests** | |  | | | |
| **VOLUNTEERING** | | |
| **Please give details of any volunteering activity that you currently undertake and who for** | |  | | | |

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| **PREVIOUS APPLICATIONS** | |
| **Have you applied for paid employment with LMSU before? If so please enter details of the positions which you have applied for.** |  |

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| **SUPPORTING INFORMATION (maximum 2 sides) Please outline with examples of how you meet the person specification** |
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**COMPLETED FORMS SHOULD BE SENT TO –** [**jacqueline.molineaux@londonmet.ac.uk**](mailto:jacqueline.molineaux@londonmet.ac.uk)