



EMPLOYMENT APPLICATION FORM

IN CONFIDENCE

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification and Job Description.

**CVs will not be considered and must only be used as supplementary information**

<p><b>1. JOB DETAILS</b>          Post applied for: <b>Admin and Facilities Officer</b>          Location: <b>Warrington Road, CR0 4BH</b></p>	<p>Where did you see this post advertised?</p>
<p><b>2. PERSONAL DETAILS</b>          Title:                      Surname:           First Names:           Name by which you want to be known by:</p>	<p>List below any other names by which you have been known:</p>
<p>Address:           Post Code:           E mail address:</p>	<p>Home Telephone:           Mobile Telephone:           Work Telephone:           May we contact you at work?</p>
<p>ISA Registration Number:</p>	<p>National Insurance No:</p>
<p><b><u>Immigration, Asylum and Nationality Act 2006:</u></b>          It is a criminal offence to employ persons whose status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy The Write Time that the Immigration, Asylum and Nationality Act 2006 is being complied with.</p> <p>Are you eligible to work in the United Kingdom?</p> <p>Do you need a work permit to work in the UK?</p> <p>If you do you need a work permit to work in the UK please provide details:</p>	
<p>If appointed, how soon could you take up the post?</p>	
<p>Have you had any previous contact with , or do you have any current contact with The Write Time?</p> <p>If yes, please give details:</p>	
<p>Do you hold a current UK driving licence?</p>	

### 3. EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and other relevant qualifications, and dates passed starting with the most recent.

Date	Qualification Name	Grade

**If the post requires specific qualifications you will be required to provide documentary evidence before employment.**

Please describe other relevant learning (e.g. training courses):

Date	Training Provider	Course

**(continue on additional sheet if necessary)**

### 4. PRESENT OR LAST EMPLOYER

Employer's name and address:

Post held:

Date commenced:

If left, give date of leaving:

Salary:

Please give a brief description of your duties and responsibilities:

**(continue on additional sheet if necessary)**

### 5. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please list your employment history starting with your present or most recent employer. Provide details of any gaps in your employment history (of two weeks or more) in a covering letter. This should include the length of the period of unemployment, the reason you were unemployed and what you did to occupy your time.

Date from/to	Name of employer	Duties	Reason for leaving

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**(continue on additional sheet if necessary)**

**6. SKILLS AND EXPERIENCE**

Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service).

**7. REFERENCES**

Please give the name and address of two referees, **one of whom should be your current or most recent employer**, who can comment on your suitability for this post. If you were known by a different name, please also state this.

**No reference will be sought without your consent**

<p><b><u>Referee 1</u></b>  Name:    Position:    Address:  Post code:    Email address:      Telephone No:    In what capacity does this person know you?</p>	<p><b><u>Referee 2</u></b>  Name:    Position:    Address:    Post code:    Email address:      Telephone No:    In what capacity does this person know you?</p>
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**8. SUPPORTING INFORMATION**

Please detail how you meet the Person Specification and Job Description for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

**School Office Manager: Person specification**

<b>Person Specification</b>	<b>Personal Statement</b> Please give examples of how you meet the person specification in the left column
<p><b>Skills required.</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Level 2 Business Administration.</li> <li>• English Language at Level 2.</li> <li>• Advanced IT Skills; MS Office,</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety in the workplace</li> <li>• Commitment to continuous personal development</li> <li>• Willingness to learn about Choice Theory</li> </ul>	<p>Max word count: 300  (Please pay attention to the bullet points in bold)</p>
<p><b>Knowledge and Abilities</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An understanding of Health and Safety regulations affecting the building.</li> <li>• Development and maintenance of administrative systems.</li> <li>• Accuracy and record-keeping.</li> <li>• Effective communication and interpersonal skills and ability to</li> </ul>	<p>Max word count: 300</p>

<p>engage professionally with a range of stakeholders</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Health and safety trained</li> <li>• Prepare for external audits such as OFSTED, MATRIX, and Investors in people</li> <li>• A knowledge of safeguarding and individual responsibilities as listed in KCSIE 2024.</li> <li>• Able to analyse a range of data to inform a variety of stakeholders.</li> </ul>	
<p><b>Relevant experience</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years' experience of administration and building facilities monitoring.</li> <li>• Co-ordinate and organise administrative duties for audits</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of SEND</li> <li>• Experience of Safeguarding vulnerable young people</li> </ul>	<p>Max word count: 300</p>
<p><b>Personal Qualities</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proactive attitude and practical approach to problem-solving</li> <li>• Highly approachable, very grounded and makes sensible judgements.</li> <li>• Energy, enthusiasm and flexibility/adaptability</li> <li>• Positive and optimistic</li> <li>• A constant drive for improvement</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal, written and oral communication skills.</li> <li>• Relishes accountability and takes personal responsibility for their own actions.</li> <li>• Able to build trust and mutual respect between pupils, families and staff.</li> <li>•</li> </ul>	<p>Max word count 200</p>

## 9. Personal Declarations

### DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The position for which you are applying involves contact with children and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound-over" or given a caution?

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain an ISA registration and a CRB Disclosure at the appropriate level.

## 10. DECLARATION - PLEASE READ CAREFULLY

For the purposes of the Data Protection Act 1998, **I consent** to the information contained in this form, and any information received by or on behalf of The Write Time relating to the subject matter of this form, being processed by them in administering the recruitment process.

**I give my consent** for The Write Time to check my ISA registration and register an interest in me with the ISA as long as I am employed / volunteering with The Write Time

**I declare** that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body.

**I understand** that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.