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| C:\Users\SLT\Documents\My Received Files\IMG-20170809-WA0002.jpg | | **OSEKITA ACADEMY**  **Non-Teaching Staff**  Application Form | Stick Passport Photo here |
| **Job position applied for** | | Admin, Librarian, Technology Assistant, Teaching Assistant, Creche Assistant, Computer Network Engineer - Any other non-teaching role. | |
| **Closing Date** |  | | |
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| **PERSONAL DETAILS** | | | |
| Your preferred title: |  | | |
| First name or names: |  | | |
| Last name: |  | | |
| Address: |  | | |
|  |  | | |
| Date of Birth: |  | | |
| Mobile phone number: |  | Work phone number: |  |
| E-mail address: |  | | |

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| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | | |
| Employer’s name and full address: |  | | | | |
| Spinal point | Current salary rate | | | | |
|  | | | | | |
| Dates employed: | From |  | To |  |  |
| Reason for leaving: |  | | | | |
| Notice you need to give: |  | | | | |

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| **PREVIOUS EMPLOYMENT** | | | | | | | | | | |
| **Please list the most recent first and continue on a separate sheet if necessary** | | | | | | | | | | |
| **Employer’s name and address including state** | | | **Job title and responsibilities** | **Date from** | | **Date to** | **Monthly Salary** | | **Reason for leaving** | |
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| **If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on)** | | | | | | | | | | |
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| **RELEVANT EDUCATION, TECHNICAL AND/OR PROFESSIONAL QUALIFICATIONS** | | | | | | | | | | | |
| **Please include any qualification, training and current membership of professional associations that are relevant to the post. (Continue on a separate sheet if necessary.)** | | | | | | | | | | | |
| **Date from**  **DD/MM/YY** | **Date to**  **DD/MM/YY** | **Name and location of School/College, professional body and so on** | | | **Subjects, status and qualifications achieved** | | | **Level and grade** | | **Date achieved** | |
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| **TRAINING, SEMINARS OR SHORT COURSES THAT ARE RELEVANT TO THE POST**  Details of relevant personal development/training courses. (Please continue on a separate sheet if necessary.) | | |
| **Brief description and course title** | **Date of attendance** | **How long it lasted** |
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| **PERSONAL STATEMENT** |
| **It is important to carefully review the key criteria in the job description and use this section to tell us how your knowledge, skills and experiences meet the requirements of the job as it will be used for short listing purposes. Please continue on a separate sheet if necessary, with a maximum of two sheets.** |
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| **In the event of a successful application for a post working with children, you will be required to declare all convictions, however long ago they occurred. You must also declare details of all police cautions, both spent and unspent, any time spent in prison (both here or abroad), or time in police custody. You must declare if you have any bind-overs, if there are any cases outstanding, or if you are on the Children or Adult Barred List or are disqualified from working with children. This information is strictly confidential.** |
| Please declare here: |

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| **REFERENCES** | | | | | | |
| **Please give details of employment referees who can provide us with a reference covering the last 3 years, one of whom must be your current or most recent employer. Referees must have been your line or a person authorities employers. If this is your first job one referee should be from your school or college. You should only give personal/character references if employment references are not available.**  **If you are applying for head teacher position and are already a head teacher one referee should be from the Local Authority or Diocese and the other from your current chair of governors.** | | | | | | |
| Name: |  | |  | Name: |  | |
| Address: |  | |  | Address: |  | |
|  | | |  |  | | |
|  | | | | | | |
| Daytime phone no: |  | |  | Daytime phone no: |  | |
|  | | | | | | |
| Work  E-mail address: |  | |  | Work  E-mail address: |  | |
|  | | | | | | |
| Position or relationship: | |  |  | Position or relationship: | |  |
| Period of time known for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of time known for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

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| **DECLARATION** | | | |
| **I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately.**  **I also give you permission to use my personal information for monitoring and management purposes.** | | | |
| Your signature: |  | Date: |  |
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| **Please return this form by the closing date shown in the advertisement, by email to** [osekita.academy@gmail.com](mailto:osekita.academy@gmail.com) **or by post to OSEKITA ACADEMY-Iworoko Road. Ado Ekiti** |