



Murray Park School

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WARNING: Murray Park School is committed to safeguarding and promoting the welfare of children. As this post is classed as having substantial access to children, appointment will be subject to a police check of any previous convictions.

EMPLOYMENT APPLICATION FORM

(Non-Teaching Post)

IMPORTANT: Please complete this form using BLACK ink or TYPE. Please complete every section.

Application for the position of:

Grade: Post Advertisement Ref. No:

in the Department.

1. PERSONAL DETAILS:

Surname: Daytime Telephone No. + STD Code:

Forenames: Evening Telephone No. + STD Code:

Title: Mobile Telephone No.....

Address:

.....

.....

Postcode:.....

E mail address.....

Date of Birth:.....

National Insurance Number:

2. PRESENT EMPLOYER:

Name:

Address.....

.....

.....

Position held and brief description of duties:-

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.....

.....

Date employed from: Current salary: £.....

Notice required to terminate employment:

3. EMPLOYMENT RECORD: Please give details of previous employment including dates and brief description of duties, starting with most recent employment.

Employer	Dates from - to	Brief description of duties	Reason for leaving

4. **Education and Training:** Please give details about any education and training received in this country or abroad and qualifications obtained with dates (if any).

Establishment attended	Course attended	Qualifications	Dates

5. **EXPERIENCE:** Please give further details of previous experience and any other information which you consider relevant (use a continuation sheet, if necessary).

6. **PERSONAL INTERESTS:**

7. **ADVERTISEMENT:** Please state where you learned of this vacancy.

8. **REFERENCES:** Please nominate two referees. If in employment, one referee should be your present employer.

Name:

Name:

Designation/Position:
.....

Designation/Position:
.....

Address:
.....
.....
.....
..... Telephone No:.....

Address:
.....
.....
.....
..... Telephone No:

Email:

Email:

If you are chosen for interview, do you object to your present Employer being contacted before an offer of employment is made?

YES	NO
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9. **STATEMENT:**

To the best of my knowledge and belief, the information contained in this form is accurate.

Signed:

Dated:

If you have any difficulty completing this application form because of language problems, Illiteracy or disablement, it will be acceptable for another person to complete the form and Endorse it accordingly.

The application can only be acknowledged if a stamped addressed envelope is enclosed.

**Thank you for taking the time to apply for a post at
Murray Park School.**