**Application for employment at**

**Primary Science Teaching Trust**

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| **Job applied for** | Office Administrator – Maternity Cover |
| **How did you find out about this job?** |  |

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| 1. **Personal details** | | |
| **Name** |  | |
| **Home address** |  | |
| **Preferred phone number** |  | This is a  Personal number  Work number |
| **Email** |  | |

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| 1. **Restrictions on employment** | |
| Are there any restrictions regarding your employment, e.g. do you require a work permit? | No  Yes (please give details below) |
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| 1. **Qualifications and training** | | |
| Please note your relevant qualifications or training. No minimum educational qualifications apply to this post. | | |
| **Qualification / training** | **Provider** | **Date completed** |
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| 1. **Memberships or interests relevant to post** |
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| 1. **Current or most recent employment** | |
| **Position** |  |
| **Employer** |  |
| **Date appointed** |  |
| **Length of notice required (if still employed)** |  |
| **Salary (if still employed)** |  |
| **Date of leaving (if applicable)** |  |
| **Reason for leaving** |  |
| **Outline of responsibilities** |  |

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| 1. **Previous employment** | | | |
| In reverse chronological order, list the work you have done previously. | | | |
| **Employer** | **Position held and brief summary of responsibilities** | **Dates from / to** | **Reason for leaving** |
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| 1. **Supporting Statement** |
| Please state clearly how your knowledge, experience and skills meet each of the essential requirements of the Person Specification, as well as desirable attributes where possible.  It will help the assessors if you structure this in the order that the requirements appear in the job pack.  Please also tell us why you are interested in this post.  You should illustrate your answer with examples of your work experience (paid or unpaid), education, training or other experiences, providing you focus on their relevance to the requirements of the job.  We will use the information you provide here as the basis for shortlisting. Please don’t send us a CV or covering letter. |
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| 1. **References** | | |
| Please name two referees, at least one of whom can give an opinion on your professional ability. We will contact referees only after making a provisional job offer to our preferred candidate. | | |
| **1** | Name |  |
| Email |  |
| Type of referee | Professional referee  Character referee |
| How does the referee know you? |  |
| **2** | Name |  |
| Email |  |
| Type of referee | Professional referee  Character referee |
| How does the referee know you? |  |

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| 1. **Additional questions** | |
| If you have a disability, please tell us about any adjustments we may need to make to assist you at interview. |  |
| If successful, what is the earliest date you could start the job? |  |
| This is a full-time post, but there could be the possibility of a job share. Please note here if you are interested in a part time / job share rather than a full time role (if you leave this blank, we’ll assume full time). |  |

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| 1. **Unspent criminal convictions** | | |
| This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose criminal convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you have criminal convictions but are not sure whether they are spent, please contact [Nacro](https://www.nacro.org.uk/) for further advice. | | |
| Do you have any unspent convictions? | Yes  No |
| If you have answered yes, you now have two options on how to disclose your criminal record. | | |
| **Option 1:** Provide details of your criminal record in the space below. | **Option 2:** You can disclose your record under separate cover, provided that you tick the box below and attach the details in a separate document. The document should be marked CONFIDENTIAL and state your name and the details of the post. |
|  | I have attached details of my conviction separately |

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| 1. **Declarations** | | | |
| Please disclose if you have a relationship with any member of PSTT’s staff team or board of trustees, stating their name and their relationship to you. |  | |
| Sign here to confirm that:   * The information contained in this form is correct to the best of your knowledge * You are happy for PSTT to process your personal data provided on this form, as described in the Job Pack | **Signature** *(this can be an electronic signature)* |  |
| **Date** |  |

**To submit your application to PSTT, please follow the instructions in the Job Pack.**