

## APPLICATION FORM -Deputy Office Manager

Please complete the below Application Form and submit it to the given email address along with a supporting letter.

If the application is successful, the information will be kept on your personnel file and used to fulfill your contract of employment.

If unsuccessful we will keep your application for 6 months so we can provide feedback or support with any queries you may have. After this time your Application Form will be destroyed.

### Personal Details

Title	
Surname	
First Name	
Address	
Home Telephone	
Mobile Telephone	
Preferred telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Mobile
Email Address	
Do you have the right to work in the UK?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Education & Professional Qualifications

All relevant qualifications. Please also indicate courses currently being studied. All qualifications disclosed will be subject to a satisfactory check.

Subject/Qualification	Place of Study	Grade/result	Year obtained

## Relevant Training Courses Attended

Relevant training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed.

Course Title	Training Provider	Duration	Year obtained

## Employment History

Months since most recent employment ended (if applicable)

### Current/most recent employer

Employer Name			
Type of Business			
Location			
Job Title		Salary	
Start Date		End Date	
Period of notice			
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities			

### Previous Employer 1

Employer Name			
Type of Business			

Location			
Job Title		Salary	
Start Date		End Date	
Reason for leaving			
Brief description of your duties and responsibilities			

**Previous Employer 2**

Employer Name			
Type of Business			
Location			
Job Title		Salary	
Start Date		End Date	
Reason for leaving			
Brief description of your duties and responsibilities			

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**Previous Employer 3**

Employer Name			
Type of Business			
Address			
Job Title		Salary	
Start Date		End Date	
Reason for leaving			
Brief description of your duties and responsibilities			

## Supporting letter

In this section please give your reasons for applying for this post and how you meet the criteria *(marked with an A in the right hand column of the person specification of the Job Description)* for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

Supporting letter (Please continue on additional sheets if necessary).

**Are you able to work the hours including the on call stated on the Additional Job Information document?**

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**Where did you see this vacancy advertised?**

- Facebook
- Twitter
- Instagram
- LinkedIn

- Reed
- Indeed
- Through a friend
- Other

If other, please state:

**Declaration**

The information in this form is true and complete.

I agree to the above declaration

Signature

Name

Date

**Please return your completed Application Form, including a supporting letter of application via email to:**

**Julia Oliver**  
[hr@classact-teaching.co.uk](mailto:hr@classact-teaching.co.uk)

**Closing Date for Applications: Friday 29 October 2021 at 12 noon**  
**Face to Face Interviews: Week commencing 1 November 2021**

**Please ensure that you have completed all sections of the Application Form along with a supporting letter of application.**