**APPLICATION FORM**

**All applications must be submitted on this official application form and emailed to:** [recruitment@schoolsnortheast.com](mailto:recruitment@schoolsnortheast.com).

**Role you are applying for: Administration and Marketing Assistant**

**Date:**

1. Personal Information

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| **Name** |  |
| **Current address** |  |
| **Telephone number** |  |
| **Email Address** |  |
| **Where did you see this job advertised?** |  |
| **Do you have a legal right to live and work in the UK?** |  |

1. Employment history – starting with your present or most recent employment. If you require more space, please attach additional pages to this document. Give a rationale for any ‘gaps’ in your employment history.

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| --- | --- |
| **Employer** |  |
| **Job Title** |  |
| **Date started:**  **Date finished:** |  |
| **Description of duties** |  |
| **Reason for leaving** |  |
| **Salary** |  |

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| **Employer** |  |
| **Job Title** |  |
| **Date started:**  **Date finished:** |  |
| **Description of duties** |  |
| **Reason for leaving** |  |
| **Salary** |  |

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| **Employer** |  |
| **Job Title** |  |
| **Date started:**  **Date finished:** |  |
| **Description of duties** |  |
| **Reason for leaving** |  |
| **Salary** |  |

1. Any other jobs, voluntary work or training undertaken.

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1. Education and Qualifications, starting with the most recent (please add more lines as needed)

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| **Qualification/ subject** | **Institution** | **Dates achieved** |
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1. In your own words, please explain why you are applying for this role? Max 500 words

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1. Outline below how your knowledge, skills and experience clearly meet the criteria in the role’s job description and person spec. Max 1000 words.

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1. Please outline your key strengths with examples of how these are utilised in the workplace. Max 500 words.

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1. Any additional information to support your application:

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1. Reference information: At least one reference should be provided by your current/ most recent employer. Referees **will not** be contacted prior to the interview or without your knowledge.

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| **Reference 1** | |
| **Name** |  |
| **Organisation** |  |
| **Job title** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Relationship to applicant** |  |
| **Reference 2** | |
| **Name** |  |
| **Organisation** |  |
| **Job title** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Relationship to applicant** |  |

1. Declaration

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| I confirm that the information provided in this application is both truthful and accurate.  **Name:**  **Signature:**  **Date:** |

Please either upload this application form to *Jobs in Schools | North East* or email to [recruitment@schoolsnortheast.com](mailto:recruitment@schoolsnortheast.com)