**JOB APPLICATION FORM**

**Position:** Leaner Support Assistant

**Salary:** £12.50 per hour for 16 hours per week

**Closing Date:** Extended to Monday 30thSeptember 2024 at 12 noon

**Section 1: PERSONAL DETAILS**

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| Newstart Education Centre is an equal opportunities employer and welcomes applications regardless of sex, pregnancy, or maternity, marital or civil partnership status, religious or similar philosophical belief, political opinion, disability, racial group, gender reassignment, sexual orientation, or age. |
| **SURNAME**:  **FORENAMES**:  **ADDRESS**:  **POSTCODE**:  **TELEPHONE NUMBER/S**:  **EMAIL**: |

**QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification type (e.g. GCSE, AS, A Level)** | **Subject** | **Grade Achieved** | **Year** |
|  |  |  |  |

**FURTHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from – to** | **University / FE college etc.** | **Subjects** | **Grade Achieved** |
|  |  |  |  |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND INSTITUTIONS** | | | |
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**EMPLOYMENT HISTORY:** please use a continuation sheet if necessary. Start with your present or most recent employment. Make sure any additional sheets are labelled with your full name, post applied for and date.

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| --- | --- | --- | --- | --- |
| Dates from – to (month & year) | Name & address of employer | Position held and brief description of duties | Reason for leaving | Salary |
|  |  |  |  |  |

**SECTION 2: JOB RELATED CRITERIA**

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| Please use this section to provide **evidence** of how your knowledge, skills, experience, and qualifications meet the requirements of this post **by giving examples**. You must cross reference the information you provide against the essential criteria detailed in the person specification. Please ensure you provide evidence and examples across all the essential criteria.  Please note only those applicants who demonstrate they meet all the essential criteria will be shortlisted. Where Newstart Education Centre receives high volumes of applications, we reserve the right to shortlist those applicants who meet both the essential and desirable criteria. |
| **ESSENTIAL CRITERIA**  Please demonstrate (using relevant examples and evidence), how you meet the essential criteria set out in person specification (experience, qualifications, knowledge/skills/abilities, values, circumstances) |

**DESIRABLE CRITERIA**

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| Please demonstrate (using relevant examples and evidence), how you meet the desirable criteria in the person specification |
|  |

**REFERENCES**

|  |  |
| --- | --- |
| Please provide details of **TWO** referees familiar with your work, one of which should be your current or most recent employer | |
| Name:  Position Held:  Organisation Name:  Address:  Telephone Number:  Email:  Please confirm you are happy for Newstart Education Centre to contact your reference prior to interview?  I'd prefer you contact them if I'm offered the role.  YES: NO: | Name:  Position Held:  Organisation Name:  Address:  Telephone Number:  Email:  Please confirm you are happy for Newstart Education Centre to contact your reference prior to interview?  I'd prefer you contact them if I'm offered the role.  YES: NO: |

Please ensure you complete the application form in full. Incomplete applications will not be considered. CVs will not be considered. Signed, completed applications should be emailed to [m.clarke@newstartedu.org](mailto:m.clarke@newstartedu.org).uk **no later than 12 noon on Monday 30th September 2024**. Applications received after this date and time will not be considered.

**Please sign and date your application**:

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| I certify all information provided in this application is true and correct. I understand any false information given may result in any job offer being withdrawn.  Print Name:  Signature:  (Typed or electronic signature accepted)  Date: |