

Guidance on Completing the Support Staff Application Form

All applications **must** be made on the Northampton School *for Boys* application form – CVs will not be accepted.

Application Form Part 1

Please ensure that you provide a FULL employment history, from the end of compulsory education to present, with no gaps.

Provide details of secondary education and qualifications gained, with grades and dates.

Provide details of any further/higher education and qualifications gained, with grades and dates.

You may also wish to enclose a letter of application.

Application Form Part 2

Please ensure that you complete all sections, and sign and date the form.

Referees

Referees must be able to provide an employment reference, and one should be from your current or most recent employer. Please be aware that it is our policy to send for references on all shortlisted candidates in order that references are received before interviews take place.

Friends or relatives cannot provide a reference.

Please provide **FULL** postal addresses, including post-codes, for your two referees. These must be the business address.

Email addresses and telephone numbers would also be useful, but should be in addition not instead of the business address.