

Completion of Application Forms using Microsoft Word

Please save this document into your word directory, it cannot be completed 'on-line'. Once you have saved it into word you can complete it and either post it or e-mail it to the school at which you are applying for the post.

This form has been compiled using text boxes and where several items of information are required within a box, tables have been inserted.

To complete the form you simply need to press your F11 key which will take your cursor to each text box in turn for you to insert the required information. Where a table has been used within a text box the F11 key will take your cursor to the text box. Click with your mouse into the first cell within that table, once you have completed each cell press your 'tab' key (⇨) to move your cursor to the next cell. Once you have inserted all of the information that you need within that table, press F11 to move to the next text box. If you do not need to complete any information in a particular text box press your F11 key to move to the next box.

If you have your signature scanned onto your computer you can insert that into the declaration text box on the last page. **If you cannot do this you will be asked to sign the declaration prior to your interview should you be short-listed (some schools may prefer a hand signed declaration in which case you may be asked to hand sign the declaration even if you have electronically signed it).**

Please commence completion of the form by scrolling down and clicking your cursor into the first text box (Post).