

**Supplementary Staff  
Information Form**

To be completed for applications submitted under Criterion 3  
(Children of Staff)

Applications for entry on a staff basis must be made by submission of this form. Once completed, the form must be returned to the Admissions Manager who will seek the endorsement of the Principal and Chair of the Local Governing Body.

**Name of Child:** .....

**Name of Staff Member:** .....

**Relationship to Child:** .....

**Address:** .....

**Tel Nos: Home** ..... **Mobile** .....

**Email Address:** .....

I am a member of staff at Heathside School and I have been permanently employed, either full time or part time, for two or more years, **at the time of application.**

**Signature of Staff Member:** ..... **Date:** .....

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**To be completed by the Principal and Chair of the Local Governing Body**

We confirm that the above named member of staff meets the criterion of being permanently employed, either full time or part time at the school for two or more years, **at the time of application.**

**Name of Principal:** ..... **Name of Chairperson:** .....

**Signature of Principal:** ..... **Signature of Chairperson:** .....

**Date:** ..... **Date:** .....