

**PATE’S GRAMMAR SCHOOL**

**APPLICATION FORM – SUPPORT STAFF**

**POSITION APPLIED FOR: CLOSING DATE:**

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| --- | --- |
|  |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Prefix:Surname / Family Name: |  |
| Any previous Surnames/Family Name: |  |
| Forename: |  |
| Address: |  |
| Telephone Number (Home):Telephone Number (Mobile):Email Address: |  |
| National Insurance Number: |  |

**CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Employers Name:Department / Section: |  |
| Address: |  |
| Position Held:Salary:Grade: |  |
| Date Started:Are you still employed: If Yes please indicate amount of notice:If No please indicate date employment ended: |  |
| Please give a brief description of your main duties: |  |

**PREVIOUS EMPLOYMENT**

Please list all your previous jobs with dates to the nearest month, starting with the most recent. You should include all periods of work experience, work placements or voluntary work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started | Date finished  | Name & Address of Employer | Job Title | Reason for Leaving |
|  |  |  |  |  |

**EDUCATIONAL QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

|  |  |  |
| --- | --- | --- |
| Dates Attended (from and to) | Name(s) and address(es) of Secondary School/College/Other | Qualification |
|  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| Name of Institute / Professional Body | Current Level of Membership (eg Corporate) | Membership Number |
|  |  |  |
| Please give details of your involvement with these bodies (eg attendance at meetings) |

**TRAINING AND DEVELOPMENT**

Please include details of any training (ie courses and seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date:

|  |  |
| --- | --- |
| Date | Type of Training/Development |
|  |  |

**KNOWLEDGE, SKILLS AND ABILITIES**

Completing this section is essential for us to assess your application properly. Remember to include relevant experience/skills you have gained outside of paid work, for example voluntary and community work

|  |  |
| --- | --- |
| Date | Activity |
|  |  |

**EQUALITY ACT 2010**

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working arrangements or the working environment provided it is reasonable in the circumstance to do so

Do you have a disability you wish us to know about at this stage? **YES or NO**

|  |
| --- |
| To assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making: |

**REFERENCES**

Please name at least two referees, one of whom must be your present or most recent employer. References will be taken up after shortlisting and before interview. You will also be required to complete a Self-disclosure Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (specify relationship) | Occupation | Address | Telephone Number | Email Address |
|  |  |  |  |  |
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**REHABILITATION OF OFFENDERS ACT 1974**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are ‘spent’.

Please note: The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further information is attached at the end of this application form, ‘Declaration of Criminal Convictions – Additional Guidance’.

If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service (DBS, previously CRB). This will require you to complete a separate DBS application form and to provide documentary evidence of your identity.

Do you have any criminal convictions to declare? (including cautions, bindovers or no case to answer). **Yes or No**

Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g. DfE, List 99, GTC)? **Yes or No**

If YES, please state details below or return with your application in a sealed envelope marked private and confidential, for the attention of the Headteacher.

**DISCLOSURE AND BARRING SERVICE**

Please can you confirm if you subscribe to the Disclosure and Barring Service Update Service? **Yes or No**

**DECLARATION**

I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice. Sign below to confirm that you agree to the above statement (for applicants applying by email, please enter √ or X in the box below).

**Signature: Date:**

**DATA PROTECTION ACT 1998**

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

When complete this form should be emailed to: jobs@patesgs.org

Dr James Richardson

Headteacher

Pate’s Grammar School

Princess Elizabeth Way

Cheltenham

GL51 0HG

**Declaration of Criminal Convictions – Additional Guidance**

Please note that it is a requirement of employment that an enhanced Disclosure and Barring Service (DBS) check is obtained for this post. This means that you must declare any criminal convictions, cautions, reprimands or final warnings unless these are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

Under previous exemption provisions you would have been required to declare all conviction information regardless of the nature, seriousness or age of the offences committed. The 2013 amendments mean that you are no longer required to provide details of a ‘protected conviction’ and the DBS will apply a ‘filtering’ process which will identify and remove protected convictions and cautions from the criminal record certificate issued to applicants.

A conviction is a ‘protected conviction’ if:

* it does not relate to a 'listed offence', such as violent and sexual offences
* no custodial sentence was imposed
* the individual has no other convictions (where the individual has more than one conviction, all convictions will be included on the certificate)
* it was received by a person aged under 18 at the time of the conviction and five and a half years or more have elapsed
* it was received by a person aged 18 or over at the time of the conviction and 11 years or more have elapsed.

A caution is a 'protected caution' if:

* it does not relate to a listed offence
* it was given to a person aged under 18 at the time of the caution and two years or more have elapsed
* it was given to a person aged 18 or over at the time of the caution and six years or more have elapsed.

A ‘listed offence’ means that the offence is included on a list of offences which are serious, relate to sexual or violent offending or are otherwise deemed to be relevant in the context of safeguarding. These offences will never be filtered from a criminal record check. The legislation also covers equivalent offences committed overseas.

It is very difficult to provide a concise summary of all ‘listed offences’ if you have received any criminal convictions or cautions at any time you should refer to the DBS guidance and information available at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

A past criminal conviction will not normally prevent you being considered for employment; it will be necessary to consider the nature of the conviction(s) and other relevant factors having regard to the position applied for. Any information received from your declaration or subsequent DBS certificate will be treated in a confidential manner and in accordance with the DBS Code of Practice.

It is very important that you do not withhold conviction information unless you have established that it meets the ‘protected’ criteria. You will see that if you have more than one conviction no protection will apply and details or all convictions must be provided.

In the event that you inadvertently provide us with details of a ‘protected’ conviction we are not permitted to use this information as the reason for not appointing you to the post.

Criminal record checks on school staff are carried out in accordance with statutory guidance issued by the Department for Education (DfE) as part of our duty to safeguard the welfare of pupils. This duty applies to all members of school staff, whether or not, they work directly with pupils.