

**Application Form – Support Staff**

**CONFIDENTIAL**

We do not accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form. Please return all completed forms to [fadley@didcotgirls.oxon.sch.uk](mailto:fadley@didcotgirls.oxon.sch.uk).

Please note that the boxes will expand as you type in them to allow you to insert information.

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| **Post details** | | |
| Post applied for | |  |
| **Personal details** | | | |
| Prefered Title (Mr, Mrs, etc.) |  | | |
| First name |  | | |
| Middle name |  | | |
| Surname (family name) |  | | |
| All previous surnames |  | | |
| National Insurance number |  | | |

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| **Contact details** | |
| Address |  |
| Postcode |  |
| Home phone |  |
| Mobile phone |  |
| Email address  (This will be our main method of contact) |  |

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| Availability and Right to work in the UK |  |
| What date are you available to begin a new post? |  |
| Didcot Girls’ School requires you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By submitting this application, you agree to provide such evidence when requested. | |

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| **Current employment or occupation** | |
| **Current Job Title** (or course details if currently a student) |  |
| **Employer’s name and address** (or school/ college/ university) |  |
| **Current salary** (If part time include percentage of full time) |  |
| **Date started** (month/year) |  |

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| **Previous employment or occupation** | | | | | |
| Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work.  If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations.  If required, please add additional lines to the table using the tab key. | | | | | |
| Job title or Occupation | Employer's name or Activity | Date started (month/ year) | Date left (month/ year) | Reason for leaving |
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| **Education and Qualifications** | | | |
| Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.  If you need to add further qualifications, please add extra lines to the table below by using the tab key. | | | |
| Name at time of qualification (if different) | |  | |
| Name of qualification | Subjects and grades or results expected | School/ College/ University attended | Date awarded (month/ year) |
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| **Membership of professional bodies if applicable** | | | |
| Please give details of any professional bodies to which you belong. | | | |
| Name of professional body | Level of membership | Membership number | Date of membership |
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| **Training** | |
| Please list any additional training you have undertaken which is relevant to the post for which you are applying. | |
| Name of course | Date completed (month/ year) |
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| **Relevant skills and experience** |
| Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life. |

Box will expand as you type

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| **Referees** | | |
| Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of another suitable referee.  Didcot Girls’ School reserves the right to seek any additional references it deems appropriate.  Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted. | | |
| **Referees:** | **Referee 1**  **(Current or most recent line manager)** | **Referee 2** |
| Name inc title |  |  |
| Position of referee in organisation |  |  |
| Organisation name |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone (inc. area code) |  |  |
| Email address |  |  |
| May we contact this referee prior to interview | Yes/No | Yes/No |

If either of your referres knows you by a different name, please state.

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| Disclosure and Barring and childcare disqualification |  |
| It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.  Please find a copy of our Child Protection and Safeguarding Policy and also our Safer Recruitment Policy [here](https://www.didcotgirls.oxon.sch.uk/265/school-policies)  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. A list of offences that will never be filtered from a DBS Certificate can be found [here](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes/No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?” | Yes/No |
| Didcot Girls’ School is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy statement.  **Do you have a DBS certificate?:** | Yes/No  Date if yes: |
| If you have lived or worked outside of the UK in the last five years the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** | Yes//No |

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| **Additional details** | |
| Is anyone in your household or family an employee or governor of Didcot Girls’ School?  If you have answered "Yes" to the question above, please provide details: | Yes/No |
| Do you require sponsorship under the UK points based registration system? | Yes/No |
| If you answered "Yes" to the question above, please provide details |  |
| Where did you see this post advertised?  Website  School Bulletin  OTSA  Oxfordshire Job Board  Other (please provide details) | |

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| **Data Protection Statement** |
| Ridgeway Education Trust (RET) aims to ensure that all personal data is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.  The information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and by submitting this application form you are consenting to our processing this for the purposes above.  If your application is unsuccessful, we will keep your information for 6 months in accordance with the the IRMS Information Management Toolkit.  Under the Data Protection Act you have a right of access to the information we hold about you, and you have a right to correct any inaccuracies in your information. Please contact the HR Office, Didcot Girls’ School, Manor Crescent, Didcot OX11 7AJ  Tel: 01235 812092 |

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| **Declaration** | | | |
| **You cannot sign this form on screen, please print your name below.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge.  The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document. | | | |
| Signed |  | Date |  |

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| **Equal opportunities** |
| Didcot Girls’ School is an equal opportunity employer and is committed to promoting equality and social inclusion. Didcot Girls’ School operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help us monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.  This information is confidential, does not form part of your application and will not be taken into account when making the appointment. |

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| Name |  |
| Date of birth |  |
| Gender |  |
| Do you consider that you have a disability? |  |
| Religion and/or belief |  |
| Are you employed by Didcot Girls’ School? |  |
| How would you describe your ethnic origin? | |
| **A: White**  White UK  Irish  White non-UK  Any other White background (please give details):  **B: Mixed**  White & Black Caribbean  White & Black African  White & Asian  Any other mixed background (please give details): | **C: Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please give details):  **D: Black or Black British**  Black Caribbean  Black African  Any other Black background (please give details):  **E: Chinese or other ethnic group**  Chinese  Vietnamese  Any other ethnic background (please give details):  **F: I do not wish to provide this information:** |

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| **Disability and accessiblity** | |
| Didcot Girls’ School is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. | |
| If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |  |

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| **Information for candidates with a disability** |

Didcot Girls’ School welcomes applications from all sectors of the community, including candidates with a disability.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or Tel: 0845 604 6610

**Arrangements if selected for interview**

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview: (to tick any of the boxes please double click in them and then chose “check”)

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| Interview information on audio tape |  |
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| Interview information in large print format |  |
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| Sign language or other assistance with communication at interview |  |
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| Other assistance details: | | |

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| Induction loop in interview room |  |
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| Wheelchair-accessible location for interview |  |
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| Car parking space for interview |  |
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| Facility for personal carer, assistant or other person to accompany you at interview |  |

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| Other requirements — please give details: |

**Arrangements if appointed**

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| Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed. |