### HOUNSDOWN SCHOOL CONFIDENTIAL

**SUPPORT STAFF APPLICATION FORM**

**Please use black ink/print when completing this form**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | | | |
| Application for the post of: |  | at: | Hounsdown School |
|  | | | |

**2.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Last  Name |  | | | First Names |  | |
| Any Previous Last Names  Title Any Previous Last Names | | | | | | |
|  | | | | | | |
| Address | Post Code: | | | | | |
|  |
|  |
|  |  | | | | | |
|  | | | | | | |
| Daytime tel. no. | |  | Evening tel. no. | | |  |
|  | |  |  | | |  |
| Email: | |  | | | | |
|  | | | | | | |
| Please note: Your email address will be used to acknowledge receipt of your application. If you have not received an acknowledgment before the closing date/time of the vacancy please contact HRadmin@hounsdown.hants.sch.uk or phone the school. | | | | | | |

**3. Education** (Secondary, Further / Higher) **(In order of earliest dates first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment (name and town) | From | To | | Qualifications / Grade / Date awarded |
|  |  |  | |  |
|  | | |  | |

**4. Job related training** (include membership of professional institutes, vocational and non-vocational courses)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Institute / Courses studied | | | | | | | | From | | To | Standard or level achieved and date awarded | | | | | | | | |
|  | | | | | | | |  | |  |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **5. Employment history**  If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**   |  | | --- | |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | |
| Current employer | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | |
| Employer’s name/dept | | | | | |  | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | |
| Address | |  | | | | | | | | | | | | Postcode | | | | | |
|  | | | |  | | | | |  | | | | | |
| Post held | |  | | | | | | | | | | | | | | Date appointed |  | | |
|  | |  | | | | | | | | | | | | | |  | |  | |
| Salary | |  | | | | | | | | | | | | | | Grade (if applicable) | |  | |
|  | | | | |  | | | | | | | | | | | | | | |
| Other allowances | | | | |  | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | |
| Notice period | | |  | | | | | | | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | |

**Previous *experience*** *(most recent employer first).* ***Please include details of gaps in employment here.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer’s name and type of business | Post held | Date | | | | Reason for leaving |
| From  Month Year | | To  Month Year | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**6. Reasons for applying for this post**

|  |
| --- |
|  |

**7. Statement in support of application**

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performance, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8. References**  **Please provide your current or most recent employer.** This individual should be from a person who is able to comment on your conduct and behaviour at work, and know you in a professional capacity (i.e. either as your line manager, supervisor or client).  If you are unable to provide employment references (e.g. you are a school leaver) please provide alternatives (e.g. academic). Please avoid family or personal friends.  Where possible please provide an email address and contact telephone number for your referee.  To support the referencing process we would ask, if you have not already done so, that you contact your referees to advise them that they may be contacted to provide a reference for you.  References will be taken up before interview to assist shortlisting.  Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | | | | | |
| Name |  | | Job Title/ Company | | |  | | |
|  |  | |  | | |  | | |
| Address |  | | | Postcode: | | | |  | |
|  |  | | |  | | | |  | |
| Daytime tel. no. | |  | | Email: | | |  | | |
|  | |  | | |  | | | | |
| Capacity in which you are known to the referee | |  | | |  | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | Job Title/ Company | |  | | |
|  |  | | |  | |  | | |
| Address | |  | | | Postcode | | |  | |
|  | |  | | |  | | |  | |
| Daytime tel. no. | | |  | | Email: | |  | | |

|  |  |  |
| --- | --- | --- |
| Capacity in which you are known to the referee |  |  |

**9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

**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. If shortlisted for interview you are required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”. 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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website :** <https://www.gov.uk/government/collections/dbs-filtering-guidance>

**PLEASE NOTE;**

* 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** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
* A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
* Copies of the County Council‘s policy on the employment of ex-offenders, the DBS Code of Practice and the school’s policy on criminal records checks are available on request.
* Criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 1998 (the Data Protection Legislation). The School and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

|  |
| --- |
|  |

|  |
| --- |
|  |
| **10.** **Where did you see the advertisement for this post?** |
|  |
|  |
|  |
|  |
|  |

**11.** **Further information and declaration**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you hold a full UK driving licence? |  |  |  |  | **YES** |  | **NO** |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Would you have use of a car for work? |  |  |  |  | **YES** |  | **NO** |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Would you require sponsorship ( previously a work permit) to take up this post |  |  |  |  | **YES** |  | **NO** |  |  |

|  |  |
| --- | --- |
| National insurance number |  |

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children’s Services Department, or a governor or senior employee at Hounsdown School **YES/NO**

If YES, please state the nature of the relationship and the name of the County Councillor, senior member of Hampshire Children’s Services Department or governor or senior employee of the school

|  |
| --- |
|  |

|  |
| --- |
|  |

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Candidate |  |  | Date |  |
|  | | | | | |

*June 2019*

|  |
| --- |
| **Privacy notice** |
| |  | | --- | | The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you.  Please see the Schools website for further details on their privacy notice and data protection policy.  You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data. | |

**Equalities Monitoring Form (confidential)**

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School:** | Hounsdown School | | | | | |
|  |  | | | | | |
| **Post applying for:** |  | | | | | |
|  |  | | | | | |
| **Name:** |  | | | | | |
|  | | | | | | |
| **Date of Birth:** |  |  |  |  |  |  |
|  | | | | | | |

**Gender Identity:**

How would you describe your gender identity?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Female |  | Male |  | Transgender (M - F) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Transgender (F - M) |  | Intersex |  | Gender neutral |

|  |  |  |
| --- | --- | --- |
|  | Non-binary or you choose to define your gender in another way |  |

**Sexual Orientation:**

Please indicate your sexual orientation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Heterosexual (straight) |  | Gay woman / lesbian |  | Bisexual |
|  |  |  |  |  |  |
|  | Gay man |  | Other |  | Prefer not to say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nationality:** |  | British |  | Irish |
|  |  |  |  |  |
|  |  | Other EU country |  | Other Non EU country |

**Ethnicity:**

Please indicate your ethnic origin:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **White** | **B** | **Mixed** | **C** | **Asian & Asian British** |
|  | British |  | White & Black Caribbean |  | Indian |
|  |  |  |  |  |  |
|  | Irish |  | White & Black African |  | Pakistan |
|  |  |  |  |  |  |
|  | Other White background \* |  | White & Asian |  | Bangladeshi |
|  |  |  |  |  |  |
|  |  |  | Other Mixed background \* |  | Other Asian background \* |
|  |  |  |  |  |  |
| **D** | **Black & Black British** | **E** | **Chinese or other group** |  |  |
|  | Caribbean |  | Chinese |  | I do not wish to disclose |
|  |  |  |  |  | my ethnic origin to |
|  | African |  | Any other background \* |  | Hounsdown School |
|  |  |  |  |  |  |
|  | Other Black background \* |  |  |  |  |

|  |  |
| --- | --- |
| **\*** Please indicate any other ethnic background: |  |

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | I do not wish to disclose my disability data to |
|  |  |  |  |  | Hounsdown School |

**Thank you for completing this form.**

**Please return in a sealed envelope with your application form**

**stating your name and post applying for.**

**The above information will not be shared with the selection panel prior to interview.**

**This information will be retained, confidentially, and used for monitoring purposes.**