**APPLICATION FORM**

**Support Staff**

**Please call 01736 352150 if you have any questions on how to complete this form or if you require it in a different format or language**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

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| **About the role** | | | |
| Role applied for: |  | Ref no: |  |
| Teacher Ref No.  If Applicable |  | Location: |  |

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| **About you** | | | | | | | | |
| Title: |  | | | Surname: | | |  | |
| First name(s): |  | | | Date of birth: | | |  | |
| Home address: |  | | | Home phone: | | |  | |
| Work phone: | | |  | |
| Mobile: | | |  | |
| Postcode: |  | | | Email: | | |  | |
| NI Number: |  | | | (You can get this from the Department of Work and Pensions) | | | | |
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| **Qualifications achieved from secondary, higher and further education** | | | | | | | | |
| Type of qualification (GCSE, NVQ, Degree etc) | | Subject title of qualification | | | Grade | | | Date achieved  (dd/mm/yy) |
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| **Other training, courses and self development** | | | | | | | | |
| Name of provider/college | | | Title of course/training, e.g. First Aid at Work | | | Qualification (if relevant) | | |
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| **Membership of professional bodies** | | | |
| Institute or association | Membership level | How obtained, e.g. through qualification or election | Date achieved  (mm/yy) |
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| **Your current or most recent employment** | | | |
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| Employer name: |  | Job title: |  |
| Employer address: |  | Salary: |  |
| Start date: |  |
| Leave date:  (if applicable) |  |
| Reason for leaving: |  | | |
| Main duties and responsibilities: |  | | |

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| **Previous employment or experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | |
| Dates (mm/yy) | | Employer  **or** Reason for gap | Job title, duties and responsibilities | Reason for leaving |
| From | To |
|  |  |  |  |  |
| **Your supporting statement** | | | | |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.  Please continue on additional sheets if necessary | | | | |
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| **Interview requirements** | | | | |
| We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know: | | | | |
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| **Safeguarding children, young people & vulnerable adults** |
| We are committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment. |
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| **References** | | | | | | | | | | | | |
| Please provide 2 references. We will ask for references on application. If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns regarding us contacting referees at this early stage please indicate here | | | | | | | | | | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | | | | | **Reference 2**: A reference of your choice. | | | | | | | |
| Full name: |  | | | | Full name: | | |  | | | | |
| Job title: |  | | | | Job title: | | |  | | | | |
| Employer: |  | | | | Employer: | | |  | | | | |
| Address: |  | | | | Address: | | |  | | | | |
| Postcode: |  | | | | Postcode: | | |  | | | | |
| Email: |  | | | | Email: | | |  | | | | |
| Relationship to you: |  | | | | Relationship to you: | | |  | | | | |
| **Declaration of criminal convictions** | | | | | | | | | | | | |
| This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are ‘spent’.  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. | | | | | | | | | | | | |
| Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice? | | | | | | | | | | | Yes/No | |
| If yes, please provide details: | | | | | | | | | | | | |
| Do you have any charges pending or are you under investigation by the Police? | | | | | | | | | | | Yes/No | |
| If yes, please provide details: | | | | | | | | | | | | |
| Have you ever been barred or restricted from working with children and/or vulnerable adults? | | | | | | | | | | | Yes/No | |
| If Yes, please provide details: | | | | | | | | | | | | |
| Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS) This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.  I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS and that Humphry Davy School will request my authorisation for such a check to be made. | | | | | | | | | | | | |
| **Signature:** | |  | | | | **Date:** |  | | | | | |
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| **Disclosure of interest** | | | | | | | | | | | | |
| Have you ever received a redundancy payment or pension from a local authority? | | | | | | | | | | | |  |
| If yes, please give details including month and year: | | | | | | | | | | | | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | | | | | | | | | | | |  |
| If yes, please provide details: | | | | | | | | | | | | |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. | | | | | | | | | | | | |
| If needed, do you have access to transport? | | | | | | | | | | | |  |
| If needed, do you have a full current UK driving licence? | | | | | | | | | | | |  |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | | | | | | | | | | | |  |
| If no, please provide details of your other role(s) and the days and hours you work: | | | | | | | | | | | | |
| Canvassing of employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of Humphry Davy School your application may be disqualified and, if appointed, you may be dismissed without notice. | | | | | | | | | | | | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of Humphry Davy School | | | | | | | | | | | |  |
| If yes, please give details: | | | | | | | | | | | | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | | | | | | | | | | | |  |
| If yes, please give details: | | | | | | | | | | | | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? | | | | | | | | | | | |  |
| If yes, please give details: | | | | | | | | | | | | |
| **How we protect your personal information** | | | | | | | | | | | | |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes | | | | | | | | | | | | |
| **Your declaration** | | | | | | | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | | | | | | | |
| **Signature** (applicant): | | | |  | | | **Date:** | | |  | | |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | | | | | | | |
| Name (printed): | | |  | | Contact number: | | | |  | | | |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

**Please make sure you complete our equal opportunities monitoring form above and return both forms to:**

**Shaun Greet**

[**sgreet@humphry-davy.cornwall.sch.uk**](mailto:sgreet@humphry-davy.cornwall.sch.uk)

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| **Equal Opportunities Monitoring Form** | | | | | | | | | |
| We are committed to having a workforce that promotes equality and celebrates diversity. To help us monitor and achieve this, we gather and use information about job applicants and our workforce to continually improve our employment policies and to remove barriers to and within employment. The information you give is confidentially managed and does not affect your job application.  It will help us if you provide as much information as possible, but if you do not wish to answer any questions please leave them blank. | | | | | | | | | |
| Job number: |  |  |  |  |  |  |  |  |  |
| Where did you see this job advertised? | | | | | |  | | | |

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| **What age group are you (years)?** | | | | | | | | | | | | | | | |
| Up to 20 |  | 20-25 |  | 26-30 |  | 31-35 |  | 36-40 | |  | 41-45 |  | 46-50 |  |  |
| 51-55 |  | 56-60 |  | 61-65 |  | Over 65 | |  |  | | | | | | |

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| **What is your title?** | | | | | | | | | | | | | | | | | | | | | |
| Mr |  | Mrs |  | Miss | |  | Ms | |  |  | | | | | | | | | | | |
| Other (please specify): | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **How do you describe your gender?** | | | | |
| Male |  | Female |  |  |

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| **What is your marital status?** | | | | | | | | | | |
| Single |  | Married |  | Divorced |  | Widowed |  | Civil Partnership |  |  |

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| **How do you describe your religion or belief (if any)?** | | | | | | | | | | | | | | | | | | | |
| Buddhism |  | Christianity | | |  | Hinduism | | | |  | Islam | | | |  |  | | | |
| Judaism |  | Sikhism | | |  | Non belief | | | |  | Withheld | | | |  |  | | | |
| Other (please specify): | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Do you consider yourself to have a disability?** | | | | |
| Yes |  | No |  |  |
| If your answer is ‘yes’, it would help us to know any barriers you have faced when dealing with us. Please also use this space to make suggestions on how we can improve. | | | | |
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| **How do you describe your ethnic origin?** |
| Please read through carefully before selecting the ethnic group that you feel most closely reflects your background. |

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| **White** | | | | | | | | | | | | | | | |
| British |  | Cornish |  | Irish | | | | | | | |  |  | | |
| Gypsy |  | Roma |  | Travellers of Irish Heritage | | | | | | | |  |  | | |
| Other white background (please specify): | | | |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Mixed** | | | | | | | | | | | | | | | | |
| White & Asian |  | | White & Black African | |  | White & Black Caribbean | | | | | | |  |  | | |
| Mixed Cornish | |  | |  | | | | | | | | | | | | |
| Other mixed background (please specify): | | | | |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Black or Black British** | | | | | | | | | | | | | | | |
| African |  | Caribbean |  | Cornish | | | | |  |  | | | | | |
| Other Cornish background (please specify): | | | | |  |  |  |  |  |  |  |  |  |  |  |

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| **Asian** | | | | | | | | | | | | | | |
| Bangladeshi |  | Chinese |  | Indian | | | |  | Pakistani | | | | |  |
| Cornish |  |  |  |  | | | |  |  | | | | |  |
| Other Asian background (please specify): | | | | |  |  |  |  |  |  |  |  |  |  |