**Application Form for Support Staff**

PLEASE COMPLETE USING BLACK INK IF POSTING. PREFERRED METHOD IS BY EMAIL to hr@chichesterfreeschool.org.uk

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| **Application for post of:** | | | | | | | | | | | |
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| Surname: | | |  | | | | | | Title: Mr / Mrs / Miss / Ms / Dr | | |
| First and Middle Names: | | |  | | | | | | | | |
| Previous Surnames: | | |  | | | | | | | | |
|  | | |  | | | | | |  | | |
| Current Address:  Post Code: | | | | | | | | | Preferred Telephone No | | |
| Alternative Telephone No | | |
| Email address: | | |
| National Insurance No: | | |
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| **Educational and Academic Qualifications:**  Give details of secondary schools, colleges and universities attended since the age of 12 with examination dates, results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested. | | | | | | | | | | | |
| Have you gained QTS in UK? **YES / NO** | | | | | | | | | | | |
| If YES, Date of QTS qualification: | | | | | | | | Teacher Reference No. | | | |
| **General Education** | | **School/College/University** | | | | **Full or**  **P/Time** | | | **Examinations taken or to be taken (with dates)** | | **Qualifications obtained** |
| **From**  **mm/yy** | **To**  **mm/yy** |
|  |  |  | | | |  | | |  | |  |
| **Current Employment Details** | | | | | | | | | | | |
| Name of Employer | | | | From  mm/yy | To  mm/yy | | Job Title | | | Brief details of responsibilities and reasons for leaving | |
|  | | | |  |  | |  | | |  | |
| Current salary (FTE): | | | | | | | | | | | |

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| **Previous employment**  (Starting with the most recent, please provide details of previous employment.) | | | | |
| Name of Employer | From  mm/yy | To  mm/yy | Job Title | Brief details of responsibilities and reasons for leaving |
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| **Gaps in employment**  (Please use this space to explain any gaps in your employment.) |
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| **Training:**  Give details of most recent, relevant courses attended and indicate any awards earned. | | | |
| Course Title | Provider | Duration | Dates |
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| **Are you First Aid Trained?  Yes  No** | | | |
| **If yes, please provide a copy of your first aid certificate if invited for interview.** | | | |

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| **Relevant Experience and Other Information**  The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary, but no more than 2 sides in total) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post). |
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| **References**  Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. | | | |
| If you were known to either of your referees by another name, please give details: | | | |
| First Referee | | Second Referee | |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address:  Post code: |  | Address:  Post code: |  |
| Email Address: |  | Email Address: |  |
| Tel No: |  | Tel No: |  |
| In what capacity is the above known to you? | | In what capacity is the above known to you? | |
| Please indicate if this Referee can be contacted prior to interview: Yes □ No □ | | Please indicate if this Referee can be contacted prior to interview: Yes □ No □ | |

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| **Other information** | | | |
| Are you related or connected to any member of staff, governor or pupil of this school? | | YES / NO | |
| If yes, please state name of person and relationship: | |  | |
| Do you have a current driving licence? | YES / NO | Do you have regular use of a vehicle?: | YES / NO |
| Have you ever worked at CFS through an agency | YES / NO | If yes, please state the agency and the most recent date you worked at CFS. |  |
| How did you find out about this vacancy? |  | | |

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| **Disclosure and Barring and Childcare Disqualification** |
| Chichester Free 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.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Chichester Free School’s privacy statement.  **Do you have a DBS certificate? YES / NO Date of Check:**  **If yes, is it registered on the DBS update service? YES / NO**  If you have lived or worked outside of the UK in the last 10 years, CFS will require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we will contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 10 years? YES / NO** |

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| **Right to work in the UK** |
| Are there any restrictions to you working in the UK? YES / NO  You are required to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. |

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| **Declaration** | | | |
| I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.  I suffer no legal impediment to taking up employment with Chichester Free School if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.  I agree that in accordance with the Employment Practices Code and General Data Protection Regulation that any recruitment data collected on me from this process will be kept for a maximum of 6 months and will not be shared with any other organisation. | | | |
| **Signature** |  | **Date** |  |
| **Print Name** |  | | |

**INFORMATION FOR APPLICANTS**

**Equal Opportunities**

Sussex Education Trust is an equal opportunity employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Application Form**

* Your application is an important part of the selection process and will be a deciding factor in whether you are short-listed. It is therefore essential that you complete the form accurately, with as much relevant information as possible.
* Read all the information sent to you carefully before completing the form. Please write in black ink or type.
* Please complete every section of the form fully (where applicable). For example, do not state “see CV” as an incomplete application may run the risk of not being short-listed.
* Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

**References**

* If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young person (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children.

**Rehabilitation of Offenders Act/Disclosure of Background**

* The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service (DBS, formerly CRB) check, which includes a List 99 check.
* You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the Police and/or DfES Children’s Safeguarding Operation Unit.

**Evidence of Eligibility to work in the UK**

* In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, if you are appointed to a position at the School you will be required to produce evidence of your eligibility to work in the UK.

**Invitation to Interview**

* If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
* All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg, the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
* All candidates invited to interview must also bring with them 3 **original** forms of ID:

A current driving licence (paper part and photo card) or a passport or both.

A full birth certificate or marriage certificate.

A utility bill or financial statement showing the candidate’s current name and address (must be less than 3 months old).

Where appropriate any documentation evidencing a change of name.