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| **School Logo Sept 07** | **DEVONPORT HIGH SCHOOL FOR GIRLS****Lyndhurst Road, Peverell, Plymouth PL2 3DL****Tel: 01752 705024** **Email:** **recruitment@dhsg.co.uk****Head Teacher:** Mr L Sargeant BA (Hons), MA (Ed), PGCE, NPQH. |

**APPLICATION FOR SUPPORT STAFF APPOINTMENT**

**Application Number:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Position applied for:** |  |
| **Advertisement seen in:** |  |
| **Closing date:** |  |

**Our Governors’ promise to you:**

**Fairness and Equal Opportunities**

We do not operate an anonymous process but will treat your application fairly and honestly, and consider it only in relation to the requirements of the post. We will do this regardless of whether or not you currently work for Devonport High School for Girls, another employer or are unemployed. Our aim is to appoint the best person for the job. We believe in equal opportunities and will not unfairly discriminate against anyone. Your application will be processed in strict confidence.

Devonport High School for Girls believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment. We do this in part with the information provided on the “Equal Opportunities Monitoring Form” that is at the back of this application form.

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help please contact the school.

**Documentary Evidence**

Candidates called for interview will be required to bring the following **original** documents to the interview for verification purpose, photocopies will **not** be accepted:

* Birth Certificate or valid passport or driving license (both photo-card and paper version required)
* Relevant Certificates of academic and professional qualifications
* Proof of your entitlement to work in the UK
* Proof of your home address (i.e. Utility statement, Council Tax bill, bank/building society statement dated within the last 3 months (please note mobile phone statements are not accepted))

This information will also be used to allow the School to progress a Disclosure Barring Service (previously Criminal Record Bureau) check if you are successful at the interview stage.

**Completing and Returning this Form**

The form **must** be completed using **black** ink and must reach us by date shown above. **Late applications cannot be considered.** Only official application forms will be accepted, do **not** send Curriculum Vitae. Please send the completed form addressed to the Personnel team, Devonport High School for Girls, Lyndhurst Road, Plymouth, PL2 3DL or by email to: recruitment@dhsg.co.uk.

**WARNING:** If you provide false information this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

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| **PERSONAL DETAILS** |

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| Surname: |  | Title: |  |
| Forename(s): |       | DOB: |  |
| Address: |       |
| Postcode: |  |
| Previous surnames used: |       |
| National Insurance Number: |       |
| Email address (Home): |       |
| Email address (Work): |       |
| Tel. No. (inc. STD Code): | Day Home: |       | Work: |       |
|  | Evening home: |       | Mobile: |       |
| Are you related to a member of staff or Governor of the school (if yes please provide details? |       |
| Do you require any special arrangements in order for you to attend an interview, if selected, at the School (if yes please provide details)? |       |
| Do you require any special equipment or modification to allow you to undertake the duties of this post (if yes provide details)? |       |
| Do you need permission to work in the UK? (if you are called for interview please bring with you documents that demonstrate you are entitled to work in the UK)? |       |

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| **CURRENT APPOINTMENT** |

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| Post title: |       | Full or part time |       |
| Date from: |       | Date to: |       |
| Name of Employer: |  |
| Address: |  |
| Postcode: |       | Tel. No. (inc STD code): |       |
| Brief description of your duties: |       |
| Reason wish to leave:  |       |
| Current salary: | £        | Period of notice to be given |       |

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| **PREVIOUS EMPLOYMENT** (most recent first – please add more rows if required) |

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| **Employer name and address**  | **Position held** | **F/T or P/T** | **Dates from/to**  |
|      Reason for leaving:       |       |       |       |
|      Reason for leaving:       |       |       |       |
|      Reason for leaving:       |       |       |       |
|      Reason for leaving:       |       |       |       |

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| **BREAKS IN EMPLOYMENT HISTORY** (detail period with reasons) |

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| **Date from** | **Date to** | **Reason** |
|       |       |       |
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| **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS** (checks on qualifications will be made at interview) |

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| **Secondary education** |
| **School/College attended** |       |
| **Date from/to** |       |
| **Qualifications obtained** | **Subject** | **Level** | **Grade** | **Date awarded** |
|  |       |       |       |       |
|  |       |       |       |       |
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| **University education** |
| **University**  |       |
| **Date from/to** |       |
| **Qualifications obtained** | **Subject** | **Qualification** | **Class of degree** | **Date awarded** |
|  |       |       |       |       |

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| **Professional development (courses relevant to position applied for)** |
| **Course** | **Organiser** | **Date awarded** |
|       |       |       |
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| **Other qualifications relevant to position applied for (ie First Aid, mini bus driver)** |
| **Qualification** | **Awarding body** | **Date obtained** | **Expiry date** |
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| **STATEMENT IN SUPPORT OF YOUR APPLICATION** |
| The statement (a **maximum of two** pages) can be word processed or hand written in black ink. It should demonstrate your suitability for the position applied for. You should focus on how your skills, experience and knowledge meet the requirements of the person specification for this post. |
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| REHABILITATION OF OFFENDERS ACT 1974 |

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| Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception 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 guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the School and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the School. During the course of your employment with the School should you be arrested by the Police you are obliged to notify the Head Teacher of this immediately (even if de-arrested or all charges dropped), failure to do so could result in disciplinary action by the School which may include dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts to which the exemption order applies. |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)? (Yes or No)  |       |
| If yes, please give details:       |
| Have you ever received a caution? (Yes or No)  |       |
| If yes, please give details:       |
| Do you have any convictions, cautions, bindovers or prosecutions pending? (Yes or No)  |       |
| If yes, please give details:       |

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| **REFEREES** |

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| A minimum of TWO professional referees are required – **One should be your current or most recent employer**. Referees should be people who know you in a working/educational environment (paid or unpaid). As part of the School’s Safeguarding procedures references will be taken up prior to interview. |
| If you were known to your referees by another name, please give details: |       |

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| 1. | Name: |       |
| Occupation: |       |
| Address: |       |
| Telephone No. (inc. STD code): |       |
| Email address: |       |
| In what capacity does the above know you? |       |

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| 2. | Name: |       |
| Occupation: |       |
| Address: |       |
| Telephone No. (inc. STD code): |       |
| Email address: |       |
| In what capacity does the above know you? |       |

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| 3. | Name: |       |
| Occupation: |       |
| Address: |       |
| Telephone No. (inc. STD code): |       |
| Email address: |       |
| In what capacity do the above know you? |       |

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| DECLARATION |

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| I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. |
| Signed(Candidates who submit this application by e-mail will be asked to sign this form if called for interview) |  |
| Date |       |

Please return your completed application form to:

Personnel Team

Devonport High School for Girls

Lyndhurst Road

Plymouth

PL2 3DL

Or by e-mail to: recruitment@dhsg.co.uk

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| **EQUAL OPPORTUNITIES MONITORING FORM** |

**Application Number:**

**……………….**

This information is for monitoring purposes only and will not be considered as part of the selection process. To make equal opportunities meaningful, it is essential that the School monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

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| Job Applied for: |  |
| Where did you find out about this vacancy? |        |
| What is your sex? |       | What is your age? |       Years |

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| Ethnicity – to which of these groups do you consider you belong (Please tick one box only): |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** |  |
| British | Yes ❑ | Bangladeshi | Yes ❑ |
| Gypsy/Traveller | Yes ❑ | Indian | Yes ❑ |
| Irish | Yes ❑ | Pakistani | Yes ❑ |
| Any other White Background (please state) |  | Any other Asian Background (please state) |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** |
| White and Black Caribbean | Yes ❑ | African | Yes ❑ |
| White and Black African | Yes ❑ | Caribbean | Yes ❑ |
| White and Asian | Yes ❑ | Any other Black Background (please state) |       |
| Any Other Mixed Background (please state) |       |  |  |
| **E** | Chinese or other ethnic group (please state) |       |
| **F** | Any other ethnic group (please state) |       |

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| **Disability** |
| Do you consider yourself to be a disabled person? | Yes ❑ | No ❑ | Prefer not to say ❑ |
| Would you like to let us know more about your disability? (If yes Please detail)       |

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| **Religion -** how would you describe your faith, belief, religion? (Please tick one box only) |
| Buddhist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

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| **Sexual Orientation –** what is your sexual orientation (Please tick one box only) |
| Bisexual | Yes ❑ | Heterosexual/straight | Yes ❑ |
| Gay Man | Yes ❑ | Other (including questioning) | Yes ❑ |
| Lesbian/Gay Woman | Yes ❑ | Prefer not to say | Yes ❑ |

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| **Marital status -** what is your marital status (please tick one box) |
| Single | Yes ❑ | Married | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | Yes ❑ |
| Prefer not to say | Yes ❑ |  |