**Cheam High School** - **Confidential**



Application Form for Appointment of Support Staff

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| Post(s): | | | | |
|  | | | | |
| Personal Details | | | | |
| Surname | | | Previous Names | |
| First Name(s) | | | | Title Mr / Mrs / Miss / Ms / Dr |
| Home Address | | | | Post code |
| Home Telephone | | Mobile | | |
| Email | | | | |
| Are you a car owner? Yes / No | Do you hold a current UK Driving Licence? Yes □ No □ | | | |

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| Eligibility to Work | | |
| Are you eligible to live and work in the UK? | | Yes □ No □ |
| National Insurance Number | |  |
| Do you require a Visa to work in the UK?  If yes, please attach a copy of your latest Visa/Work Permit. | | Yes □ No □ |
| Are there any restrictions on the periods you are permitted to work? | | Yes □ No □ |
| If you answered yes to the above question,  please provide details |  | |
| Have you lived outside of the UK for more than 3 months in the last 5 years? | | Yes □ No □ |
| If you answered yes, to the above question, please provide details  Please note that you will require a certificate of good conduct from any country where you have resided. |  | |

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| Secondary Education | | | |
| Name of the Institution | Date From | | Date To |
| Examinations taken | | Grades | |
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| College / University Education *(Please give dates and please tick whether full-time or part-time courses* | | | | | |
| Name of the Institution | | Date From | | Date To | |
| Degree/Diploma | P/T | F/T | Grade Attained | | Date of Award |
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| Membership of Professional Institutes or Societies, including grade of membership and year attained |
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| Specialised training, knowledge or experience not shown above (including written or spoken languages) |
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| Present or Last Employer | | | | |
| Name of Employer | | | | |
| Position Held | | | | |
| Address | | | | |
|  | | | Post code | |
| Date Appointed | Present Salary (Including London Allowance) | | | Grade |
| Date Left (if applicable) | Reasons for Leaving (if applicable) | | | |
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|  | | Period of notice required | | |
| Brief description of duties undertaken | | | | |
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| Previous Employment *(please list in chronological order)* | | | |
| Employer | Date from | Date to | Position held & reasons for leaving |
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| Statement of Suitability |
| *Please provide a brief statement in support of your application for this post (expand as required)* |
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| Personal interests |
| Please give details of your personal interests & hobbies |
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| Child Protection | | | |
| **Disclosure of Criminal background of those with access to children** | | | |
| Have you ever been convicted of any offence? | | | Yes □ No □ |
| Have you ever received any cautions, bind-overs, reprimands or warnings? (These will appear on any DBS check and should be declared) | | | Yes □ No □ |
| If you answered ‘Yes’ to either of these questions, you are required to give details, as this post for which you are applying is exempt from the provisions of Sections 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986 | | | |
| **Criminal Convictions, Cautions, Bind-overs, Reprimands or Warnings** | | | |
| Date | Offence | Sentence (or state whether caution, bind-over, reprimand or warning) | |
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| References | |
| Please give the name, address and occupation of two people to whom reference may be made including your present or last  employer. If you are in or have recently completed full-time education, one should be from your college or university. **Please note that references may be obtained prior to interview – please indicate if you do not want us to contact your current employer at this stage.** | |
| i) | Telephone No.  Fax No.  Email |
| ii) | Telephone No.  Fax No.  Email |

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| General Information |
| When would you be free to commence work? |
| If applying for a part time position, please give details of days & times you are available. |

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| Disclosure | | |
| Are you related by marriage, blood or as co-habitee to any member of the Governing Body  or member of the School’s Senior Management? | | Yes □ No □ |
| If ‘Yes’, state the name and nature of the relationship | | |
| I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will justify dismissal from the School’s service. | | |
| Signature | Date | |

**Please return the completed form to the Headteacher Mr P Naudi at**

**Cheam High School, Chatsworth Road, Cheam, Surrey, SM3 8PW**

Telephone: 020 8644 5790

Website: www.cheam.sutton.sch.uk • Email: [HR@cheam.sutton.sch.uk](mailto:HR@cheam.sutton.sch.uk)

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| EQUAL OPPORTUNITIES |  |

We check our recruitment and selection to make sure that we are not unfairly discriminating against certain groups. To help us to do this we ask you for details about your gender, ethnic origin and whether you have a disability. The selection panel does not see this section of your form. You cannot be identified after we have collected our statistics.

# Equal Opportunities Policy

Cheam High School values diversity, and has an Equalities Policy to ensure that all applicants are treated fairly, and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexuality or age.

The school is also committed to ensuring equal access to employment and details from this form will allow us to identify any group that are under-represented in our workforce. The information you give us here will only be used for the purposes of Personnel Management.

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| Last Name |  |

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| First Name |  |

## Ethnic Group

I would describe myself as (please tick one box)

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| --- | --- | --- |
| WHITE | MIXED | ASIAN OR ASIAN BRITISH |
| British | White and Black Caribbean | Indian |
| Irish | White and Black African | Pakistani |
| Any Other White  Background | White and Asian | Bangladeshi |
|  | Any Other Mixed Background | Any Other Asian Background |
|  |  |  |
| BLACK OR BLACK BRITISH | CHINESE OR OTHER ETHNIC GROUP |  |
| Caribbean | Chinese |  |
| African | Other |  |
| Any Other Black Background |  |  |

**Gender Disability**

Female  Male  Are you disabled? Yes  No

If Yes what access arrangements, adjustments or adaptations would help you to do this job?

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If we ask you to come for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

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| Date of Birth |  |  |  |

##### ELIGIBILITY TO WORK

##### Are you eligible to work in the UK?

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| --- | --- |
| Please given your National Insurance number: |  |

##### Do you require a work permit to work in the UK?

Yes  No

If yes, please attach a copy of your latest work permit. If there are any restrictions on the periods you are permitted to work, please detail these on a separate sheet.

|  |  |
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| Where did you see this advertisement? |  |

##### Working with vulnerable people

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in any of these areas you are required to state whether or not you have **any** convictions, cautions, bind-overs, reprimands or warnings, **or** there are any criminal charges or summonses pending, against you. Those appointed to work with children will also be required to undertake a check by the Disclosure and Barring Service. A conviction, caution, bind-over, reprimand or warning will not necessarily be a bar to employment.

###### IMPORTANT

If the job for which you are applying has substantial opportunity for access to vulnerable people you **must** complete this section.

Have you ever been disqualified from working with any vulnerable people, including children?

Yes  No  If YES, please give details on a separate sheet.

Do you have any convictions, cautions, reprimands or warnings, or actions pending?

Yes  No  If YES, please give details on a separate sheet.

**Criminal records clearance report.**

All jobs in the school are subject to a clearance report from the Disclosure & Barring Service. If you are applying for other employment (for example not working with vulnerable groups as above) do you have any convictions, cautions, bind-overs, reprimands or warnings that you consider are NOT SPENT or actions pending?

Yes  No  If YES, please give details on a separate sheet.

If my application is successful I agree to complete an application form for a DBS check to be carried out.

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| Signed: |  | Date: |  |  |  |