

**SUPPORT STAFF APPLICATION FORM**

**Acknowledgement**

Thank you for choosing to apply to Queensmead School. If you have not heard from us within three weeks of the closing date you should assume that you are unsuccessful.

**Guidance on making the most of your application**

You should have already viewed the job description (which lists the main duties and tasks of the job) and the candidate brief (which lists the skills and experience you need to do the job). The information you provide on this application form in the ‘special statement’ section must show how you meet the requirements listed in the candidate brief. This will determine whether you are invited for interview.

If you wish to apply for a full-time post as a part time employee, please clearly state this on your application form under ‘other relevant Information’. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short-listed for this position.

**Filling in the application form**

Please ensure you address each point in the candidate brief and ensure your responses directly relate to it. Avoid repeating your career history and use different examples of relevant skills and experience to demonstrate how you meet the different parts of the candidate brief. This includes skills learned outside the work environment. Enter information in a clear, concise, and positive way about what you have done, using words such as ‘I planned . . .’ or ‘I co-ordinated’.

**Applicants with disabilities**

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Disability Discrimination Act) you will be invited for interview if you meet the essential criteria in the candidate brief. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

**Disclosure & Barring Service Check (DBS)**

A DBS Clearance is required for all school positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children by the DBS, to work or apply to work with children.

**Recruitment monitoring form**

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

Please return this form to the following address: Queensmead School, Queens Walk, South Ruislip, Middlesex HA4 0LS. Alternatively, please email this form back to recruitment@qmschool.org.uk Please contact us on 020 8845 6266 should you have any problems completing this form.

*Queensmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment checks.*



**SUPPORT STAFF APPLICATION FORM**

Please complete this form in black ink; please also ensure all handwriting is as legible as possible.

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| **Job Details** |
| **Job Name** |  |
| **Closing Date** |  |

**If you wish to apply as a job share, please mark in the box: ❑**

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| **Personal Details** |
| **Title** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Home Telephone** |  |
| **Mobile Phone**  |  |
| **Daytime Telephone Number (if applicable)** |  |
| **Email Address** |  |
| **National Insurance Number** |  |  |  |  |  |  |  |  |  |

**Do you hold a current driving licence?** **❑** Yes **❑** No **Licence type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have the use of a car for business purposes? ❑** Yes **❑** No

**If you are not a British or Irish citizen, please tick if you require sponsorship to work in the UK: ❑**

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| **People with disabilities, please note -** People with disabilities are guaranteed an interview if they meet all of the essential requirements of the candidate brief. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive: |
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| **Secondary or Higher Education and Training** |
| **Name of School, College or University** | **Date From (mm/yyyy)** | **Date To (mm/yyyy)** | **Qualifications obtained**(please include subjects and grades / levels) |
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| **Professional or Vocational Qualifications** |
| **Training Provider Name** | **Course(s) of study pursued and Qualifications obtained**(please include subjects and grades / levels) |
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| **Other training courses relevant to this job**  |
| **Training Provider Name** | **Course(s) of study pursued and Qualifications obtained**(please include subjects and grades / levels) |
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**Please continue using a separate sheet, if necessary.**

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| **Employment (and other relevant) History** |
| **Present / Most Recent Employment** |
| **Name of Employer** |  |
| **Address of employer** |  |
| **Date Employed From** |  | **Date Employed To** |  |
| **Job Title** |  |
| **Current Salary** **(Inc. Grade and Point)** |  |
| **Number of working days absent in the last 12 months** | **❑ 5 or fewer ❑ 6 – 20 days ❑ More than 20 days****❑ Prefer not to say** |
| **Please give a brief account of the key aspects, main duties and responsibilities of your role** |
| **Please continue using a separate sheet, if necessary.** |
| **Reason for Leaving** **(if relevant)** |  |
| **Notice Required** |  |

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| **Previous Employment** |
| **Please provide details of all previous employment starting with the most recent. Please explain any breaks in employment (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 and 1986).** |
| **Name of Employer** |  |
| **Address of employer** |  |
| **Date Employed From** |  | **Date Employed To** |  |
| **Job Title** |  |
| **Salary (Inc. Grade** **and Point)** |  |
| **Please give a brief account of the key aspects, main duties and responsibilities of your role** |
| **Please continue using a separate sheet, if necessary.** |
| **Previous Employment** |
| **Name of Employer** |  |
| **Address of employer** |  |
| **Date Employed From** |  | **Date Employed To** |  |
| **Job Title** |  |
| **Salary (Inc. Grade** **and Point)** |  |
| **Please give a brief account of the key aspects, main duties and responsibilities of your role** |
| **Please continue using a separate sheet, if necessary.** |
| **Name of Employer** |  |
| **Address of employer** |  |
| **Date Employed From** |  | **Date Employed To** |  |
| **Job Title** |  |
| **Salary (Inc. Grade** **and Point)** |  |
| **Please give a brief account of the key aspects, main duties and responsibilities of your role** |
| **Please continue using a separate sheet, if necessary.** |
| **Name of Employer** |  |
| **Address of employer** |  |
| **Date Employed From** |  | **Date Employed To** |  |
| **Job Title** |  |
| **Salary (Inc. Grade** **and Point)** |  |
| **Please give a brief account of the key aspects, main duties and responsibilities of your role** |
| **Please continue using a separate sheet, if necessary.** |

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| **Gaps in career history, e.g., unemployed, travelling, raising family, etc:** |

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| **Personal Statement** |
| **Please describe how you believe that you meet the requirements of this position as set out in the Candidate Brief. All applicants are advised to read the candidate brief before completing this section. Applicants should note that the information give****n in this section will be taken into account when compiling a short-list for interviews.** **PLEASE COMPLETE THIS IN NO MORE THAN 200 WORDS.** |
| **Please continue using a separate sheet, if necessary.** |

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| **Other Relevant Information**  |
| **Please provide any other information you feel is relevant to your application, i.e., career achievements, sports achievements, voluntary work, hobbies and interests, any special needs and/or support required as a result of having a disability, or if you wish to apply for a full time position as a part time employee.** |
| **Please continue using a separate sheet, if necessary.** |
| **References** |
| **These should be persons of appropriate standing with direct knowledge of your professional work and should include your present and previous employer to cover 5 years employment history. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please enclose a continuation sheet if necessary** |
|  | **Current Employment Referee** | **Second Referee** |
| **Full Name**  |  |  |
| **Job Title** |  |  |
| **Name of organisation, address and postcode** |  |  |
| **Email address** |  |  |
| **Capacity known** **to you** |  |  |

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| **Interview** |
| **You should note that although we will try to arrange the interview date around your availability, this may not be possible, particularly if the date of the interview was contained in the advertisement. Please give dates on which you will not be available for interview.** |
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| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)** |
| 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 **❑** NoIf yes, please provide details in a separate, sealed envelopeDisclosure of non-protected convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered. |

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| **Application Declaration** |
| **I understand that false or misleading information on this form will disqualify me from appointment and, if appointed, may result in disciplinary action which could lead to my dismissal.****I acknowledge and agree that the school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with the General Data Protection Regulations (GDPR).** |
| **Applicant Signature**  |  |
| **Date** |  |

**Please now ensure that once completed, this form is returned to the school, before the closing date and time listed on the advertisement.**