SUPPORT STAFF

APPLICATION FORM

***Confidential* – please return completed to: The Headteacher, Hornsey School for Girls, Inderwick Road, London N8 9JF**

 *SUPPORT STAFF*

*APPLICATION FORM*

*Headteacher – Kuljit Rahelu*





Hornsey School for Girls is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. Successful candidates are required to complete an enhanced CRB disclosure.

*To complete this form save a copy to your computer and email back as an attachment to:* *personnel@hornseyschool.com* *. Alternatively, you can print off and fill in using Black Ink in CAPITAL LETTERS and post back to the above address.*

***Please note*** when filling in the form electronically use the mouse cursor and/or the  tab key to move between fields and not Return or Enter.

Application for the post of:

Grade/Salary: £       Closing Date: DD/MM/YYYY

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| --- |
| 1. **PERSONAL INFORMATION**
 |
| **Title** |  |
| **First Name (s)** |       |
| **Surname** |       |
| **Address** |       |
| **Postcode** |       |
| **Telephone Number Home** |       |
| **Telephone Number Work** |       |
| **Telephone Number Mobile** |       |
| **Email Address** |       |
| **National Insurance Number** |       |
| **Do you require a work permit or visa to work in the UK? Yes** **[ ]  No** **[ ]**  |
| **If Yes, please provide brief details of the type of work permission granted (e.g. Work permit, Student visa, Working Holiday visa etc)** |
|  |
| **If applicable please provide the employer details as listed on your Work Permit:**  |
|  |  |

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| 1. **PRESENT OR MOST RECENT EMPLOYER**
 |
| **Name of Employer** |       |
| **Address** |       |
| **Postcode** |       |
| **Position Held** |       |
| **Date Started** | DD/MM/YYYY  |
| **Until** | DD/MM/YYYY  |
| **Salary** | £       |
| **Grade if known** |       |
| **Is/Was your employment: Full Time** **[ ]  Part Time** **[ ]  Temporary** **[ ]**  |
| **Notice period required** |       |
| **Brief description of duties, also state reason for leaving:** |
|  |

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| 1. **EMPLOYMENT HISTORY**
 |
| **Name of Employer** | **Position held & brief description of duties** | **Reason for leaving** | **Dates from - to** |
|  |       |       | MM/YYYY MM/YYYY |
|  |  |  |             |
|  |  |  |             |
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| 1. **SECONDARY EDUCATION**
 |
| **School attended** | **Dates of study****From – to**  | **Qualifications gained** | **Subjects** | **Grades** |
|  | MM/YYYY MM/YYYY |  |  |  |
|  |             |  |  |       |
|  |             |  |  |       |
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| 1. **SECONDARY EDUCATION**
 |
| **Dates of study** **Full or part time** | **University/Higher****Education College**  | **Date Awarded** | **Subject & class** | **Grade** |
| MM/YYYY MM/YYYY**F/T** **[ ]  P/T** **[ ]**  |  | MM/YYYY |  |  |
| **F/T [ ]  P/T [ ]**  |  |  |  |  |
| **F/T [ ]  P/T [ ]**  |  |  |  |  |
| **F/T [ ]  P/T [ ]**  |  |  |  |  |

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| 1. **SHORT COURSES ATTENDED – INSET (last two years)**
 |
| **Title of course** | **Course organiser** | **Duration (days)** | **Date of course** |
|  |  |  | MM/YYYY |
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Please give the names, titles and professional positions of two people, one of whom should be your current or most recent employer, who are able to provide references relating to your professional experience and suitability for the post for which you are applying.

1. **REFERENCES**

*Please note that references will be contacted prior to interview for all short listed candidates.*

|  |  |
| --- | --- |
| ***1.*** Name of current or most recent or employer  | Title: Name:       |
| Job Title |       |
| Name of school or employer |       |
| Address  |       |
| Postcode |       |
| Telephone number |       | Fax Number |       |
| Email address |       |

|  |  |
| --- | --- |
| ***2.***  Further Referee | Title: Name:       |
| Job Title |       |
| Name of school or employer |       |
| Address  |       |
| Postcode |       |
| Telephone number |       | Fax Number |       |
| Email address |          |

1. **PERSON SPECIFICATION**

**Please state how you feel your experience, skills and achievements to date, both inside and outside paid work, or through study, make you a suitable candidate for this post. Please ensure that you have both read the job description and candidate specification for the post and have given us sufficient information to describe how you meet each of the requirements set out in the candidate specification.**

***This information must be completed on word processed separate sheets (no longer than 3 sides of A4).***

1. **CANDIDATE DECLARATION**

Are you related to any member or Senior Officer of the Council or member of this school’s Governing body?

 Yes [ ]  No [ ]

If Yes, please give details:

**J. CRB**

Do you possess an enhanced disclosure certificate from the Criminal Records Bureau confirming Protection of Children Act List information check?

Yes [ ]  No [ ]

Date of issue:

(dd/mm/yyyy)

RECRUITMENT MONITORING FORM - *CONFIDENTIAL*



Hornsey School for Girls and the London Borough of Haringey have an Equal Opportunities Policy which aims to ensure that all applicants for jobs are considered on merit. The School and Council are committed to eliminating discrimination on the grounds of age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, national origins, race, religious beliefs, responsibility for dependants, sexuality or unrelated criminal conviction. We are committed to a programme of action to make this policy effective. The Person Specification is based on the skills and abilities necessary to do the job.

WHITE

[ ]  British

[ ]  Irish

[ ]  Greek

[ ]  Greek Cypriot

[ ]  Turkish

[ ]  Turkish Cypriot

[ ]  Kurdish

[ ]  Albanian

[ ]  Any other White ba background

 (please type below)

MIXED

 [ ]  White & Black Caribbean

 [ ]  White & Black African

 [ ]  White & Asian

 [ ]  Any other Mixed bac background

 (please type below)

BLACK or BLACK BRITISH

 [ ]  Caribbean

 [ ]  African

 [ ]  Any other Black bac background

 (please type below)

CHINESE or OTHER

[ ]  Chinese

[ ]  Any other Ethnic background

 (please type below)

ASIAN or ASIAN BRITISH

 [ ]  Indian

 [ ]  Pakistani

 [ ]  Bangladeshi

 [ ]  East African Asian

 [ ]  Any other Asian bac background

 (please type below)

ETHNIC MONITORING (please tick one)

Do you have a disability?

DISABILITY

Yes [ ]  No [ ]

The Disability Discrimination Act defines a disability as follows: *a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.*

Do you have any specific requirements in relation to attending an interview or to assist you at work?

Yes [ ]  No [ ]

If Yes, please give details:

Please complete the Children and Young People’s Service Declaration of Criminal Record form below which ***must*** ***be completed and returned*** with your application.

HOW DID YOU HEAR ABOUT US?

Please indicate where you found out about the position:

**Children & Young Peoples Service - Declaration of Criminal Record**

**Please read the below notes carefully before completing sections A to C of this form**

**Why do you need to declare any criminal record/s you have?**

It is Haringey Schools’ policy to safeguard Children, Young People and Vulnerable Adults and it is our aim to require successful applicants to disclose certain information regarding any previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for a school. All information declared will only be considered in the light of it’s relevance to the post for which you are applying. In most cases a particular conviction will be of no relevance and can be disregarded for the purpose of your application. In order to assess your suitability for the post the Council on behalf of schools complies with the Code of Practice, which is recommended by the Criminal Records Bureau. You must clearly state on this form any convictions, cautions, bind overs, reprimands or final warnings you have or any pending prosecutions.

**Why is the Rehabilitation of Offenders Act 1974 exempt?**

Under the provision of the Rehabilitation of Offenders Act 1974 applicants do not have to disclose information on certain convictions after a specific time, for example, when they have become spent. However, staff employed to work with Children, Young People and Vulnerable Adults are **ALL** required to disclose **ALL** spent and unspent convictions, cautions, reprimands, bind overs and final warnings. Due to the nature of the work for which you are applying this post is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This therefore means that applicants are not entitled to withhold any information regarding convictions, cautions, bind overs, reprimands or final warnings which for other purposes are ‘spent’ under the provisions of the Act. All successful applicants are required to undergo an enhanced CRB disclosure check.

**How will the Council use the information I provide?**

The Council will use the information you and/or the Criminal Records Bureau Disclosure Service provide to assess your suitability for such jobs. Any failure to disclose all or parts of your criminal record could result in dismissal or disciplinary action by the School. Any information you give us about your criminal record will be kept confidential and will only be considered in relation to the job for which you are applying.

Should you have any queries or require further assistance please do not hesitate to contact the **CRB Officer in** **Schools’ Personnel** on 0208 489 3497.

DECLARATION OF CRIMINAL RECORD

**Section A: Criminal Record: Spent & Unspent Cautions/Reprimands/Final Warnings/Convictions**

Have you ever been convicted of any criminal offence? Yes [ ]  No [ ]

If Yes please provide details below:

Using the “Teachers’ Application Form Guidance Notes” please list all your unspent and spent cautions, reprimands, bind overs, final warnings and criminal convictions below:

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of Offence (s) | Name of Court  | Date of Sanction(mmm/yy)  | Sanction (s) |
|                          |                          |                              |                          |

**Pending Prosecution (s)**

If you have any, please include any details of pending prosecutions in the box provided

|  |  |  |
| --- | --- | --- |
| Details of alleged offence (s) | Name of Court  | Date of Sanction(mmm/yy)  |
|              |              |                    |

**Section B: *Please tick Yes or No for each of the following questions:***

1. Has any child or children in your care, or a child, or children within your household in which you live or have lived been subject to an investigation under safeguarding children procedures process?

Yes [ ]  No [ ]

1. Have you previously been disqualified from working with children or young people by an order under the Criminal Justice and Court Services Act 2000?

Yes [ ]  No [ ]

1. Have you previously received a final warning from an employer?

Yes [ ]  No [ ]

1. Have you previously been suspended or deregistered for professional misconduct by any professional register or had your employment terminated for unprofessional behaviour?

Yes [ ]  No [ ]

1. Have you ever been listed upon Section 142 of the Education Act 2000 (formerly List 99)?

Yes [ ]  No [ ]

*Please note: If you have answered* ***yes*** *to any of the above questions please provide details. If necessary please use a continuation sheet.*

I certify that to the best if my knowledge the information on this form is true, accurate and complete. I understand that if the information I have supplied is false, misleading or incomplete in any way it may automatically disqualify me from appointment or render me liable to dismissal without notice.

**Section C: Declaration**

Signed:       Date:

Type name (dd/mm/yyyy)