

**SUPPORT STAFF APPLICATION FORM**

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| **PERSONAL INFORMATION** | | | | | | |
| Position Applied For | | |  | | | |
| Title | | |  | | | |
| Surname | | |  | | | |
| Forename | | |  | | | |
| Place of Birth | | |  | | | |
| Address | | |  | | | |
| Daytime Contact Number | | |  | | | |
| Evening Contact Number | | |  | | | |
| E-mail Address | | |  | | | |
| National Insurance Number | | |  | | | |
| **QUALIFICATIONS** | | | | | | |
| **Qualification** | | **Subject** | | **Grade** | | **Date Obtained** |
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| **CAREER HISTORY AND FURTHER EDUCATION** | | | | | | |
| Please supply details, starting with the most recent, of further education, training, employment, self-employment and any periods of unemployment, providing reason for leaving employment. Please include start and end dates and use a continuation sheet if necessary. | | | | | | |
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| **EXISTING CONTACTS WITHIN SCHOOL** | | | | | | |
| Please indicate if you know any existing employees or Trustees at the School and, if so, how you know them | | | | |  | |
| **REFEREES** | | | | | | |
| Please provide 2 referees. One should be your current or most recent employer. If you have worked with children in the past, at least one referee must be from an employer where you have worked with children. Please note that ‘open references’ and references from relatives or those writing solely as friends will not be accepted. All staff here have a direct responsibility for safeguarding of children and all offers are subject to satisfactory outcomes on references and DBS checks. **Please note references may be requested prior to interview or an offer of employment being made** | | | | | | |
|  | | | | | | |
| Name | | |  | | | |
| Job Title | | |  | | | |
| Address | | |  | | | |
| Telephone Number | | |  | | | |
| Email | | |  | | | |
|  | | | | | | |
| Name | | |  | | | |
| Job Title | | |  | | | |
| Address | | |  | | | |
| Telephone Number | | |  | | | |
| Email | | |  | | | |
| **DECLARATION** | | | | | | |
| I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and that, therefore, all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.   * I have not been disqualified from working with children * I am not named on DfE Children’s Barred List (formerly List 99) or the Protection of Children Act List   Cautions under 18 will not be disclosed and applicants may wish to take independent advice from their Trade Union (if they are a member of one), Citizens Advice or ACAS on what convictions need to be disclosed on the application form. | | | | | | |
| **If shortlisted for interview you will be asked to disclose any convictions.** | | | | | | |
| Signed |  | | | | | |
| Date |  | | | | | |
|  | | | | | | |
| For marketing purposes, please confirm where you saw this post advertised | | | |  | | |

Completed application forms and supporting documents for unsuccessful candidates will be retained for a period of 6 months and then will be destroyed