**APPLICATION FORM – SUPPORT ROLE**

**HOW TO COMPLETE THIS FORM**

* Refer to the Job Description/Person Specification.
* Please complete all sections in full.
* Type or write neatly in black ink
* Please indicate any selection boxes with an **X**
* Continue on a separate sheet if you do not have enough room for your answers.
* Do not change or re-format any parts of this application form.
* Applications received after the closing date will not normally be considered.

Successful applicants who are invited to attend an interview will be required to complete the following documents:

* Equal Opportunities Form
* Safer Recruitment, Protection of Children Form

All employees have a responsibility for and are committed to safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm. If successful, you will be subject to a disclosure and barring service check.

Please note if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful unless you are a newly qualified teacher (NQT).

**Thank you for your interest in working at our college.**

Please email your completed form to:

**HR Department email address:** [**hrteam@shc.ac.uk**](mailto:hrteam@shc.ac.uk)

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| --- | --- | --- | --- | --- | --- | --- |
| Position applied for: |  | | | | | |
| Where did you hear about this vacancy? |  | | | | | |
| **Personal Information** | | | | | | |
| Full Name: |  | | | | | |
| Full Address: |  | | | | | |
| Phone Number: |  | | | | | |
| Email Address: |  | | | | | |
|  | | | | | | |
| Date of Birth: |  | | | | | |
|  | | | | | | |
| Are you eligible to work in the UK? |  | | | | | |
|  | | | | | | |
| National Insurance Number: |  | | | | | |
| **Employment Information** | | | | | | |
| Current or most recent employer name: |  | | | | | |
| Date employment started: |  | Notice period: | | |  | |
| Position held: |  | | | | | |
| Reason for leaving: |  | | | | | |
| Salary: |  | | | FTE or % part time: | |  |
| **Previous Employment Information** | | | | | | |
| Previous employer name: |  | | | | | |
| Start date – End date: |  | | | | | |
| Position held: |  | | FTE or % part time: | | |  |
| Reason for leaving: |  | | | | | |
|  | | | | | | |
| Previous employer name: |  | | | | | |
| Start date – End date: |  | | | | | |
| Position held: |  | | FTE or % part time: | | |  |
| Reason for leaving: |  | | | | | |
|  | | | | | | |
| Previous employer name: |  | | | | | |
| Start date – End date: |  | | | | | |
| Position held: |  | | FTE or % part time: | | |  |
| Reason for leaving: |  | | | | | |
|  | | | | | | |
| Previous employer name: |  | | | | | |
| Start date – End date: |  | | | | | |
| Position held: |  | | FTE or % part time: | | |  |
| Reason for leaving: |  | | | | | |
| **Education History (most recent first)** | | | | | | |
| Organisation name: |  | | | | | |
| Dates attended: |  | | | | | |
| Subjects: |  | |  | | |  |
| Grades obtained: |  | |  | | |  |
|  | | | | | | |
| Organisation name: |  | | | | | |
| Dates attended: |  | | | | | |
| Subjects: |  | |  | | |  |
| Grades obtained: |  | |  | | |  |
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| **Education History (continued)** | | | |
| Organisation name: |  | | |
| Dates attended: |  | | |
| Subjects: |  |  |  |
| Grades obtained: |  |  |  |
| **Training and Development Courses Completed (relevant to post applied for)** | | | |
| Course name: |  | | |
| Date completed: |  | | |
|  | | | |
| Course name: |  | | |
| Date completed: |  | | |
|  | | | |
| Course name: |  | | |
| Date completed: |  | | |
|  | | | |
| Course name: |  | | |
| Date completed: |  | | |
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| Course name: |  | | |
| Date completed: |  | | |
|  | | | |

The next section is for you to complete your personal statement.  
Please explain how you meet the points on the person specification and what makes you suitable for this job. Ensure that you set out your responses so that you can evidence/demonstrate how your knowledge, experience, skills and abilities meet the requirements of the role. Your personal statement should be the maximum of two A4 pages.

**The selection panel will make the decision to shortlist based on the evidence you provide in support of your application aligned to the Job Description and Person Specification.**

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| **Personal Statement (type below)** |

Please providenames and addresses of two professional referees who can provide use with a reference for the past five years of your employment. One of these must be your current Head Teacher or most recent Head Teacher/Line Manager. NQTs are advised to include their initial teacher trainer and a successful teaching practice school.

Referees must not be friends or relations of yours. If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate.

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| --- | --- |
| **First Referee** | |
| Full name: |  |
| Position in organisation: |  |
| Business address: |  |
| Phone number: |  |
| Email address: |  |
| Relationship to applicant: |  |

|  |  |
| --- | --- |
| **Second Referee** | |
| Full name: |  |
| Position in organisation: |  |
| Business address: |  |
| Phone number: |  |
| Email address: |  |
| Relationship to applicant: |  |

**Shortlisted Applicants:** Please note that, in line with Safer Recruitment guidance, references will be automatically requested at the same time as the invitation to interview to be available for the panel at interview stage. It is possible that previous employers may be approached for information to verify experience or qualifications before interview.

**DECLARATION**

I hereby declare that I have understood and will comply with the provisions concerning the disclosure of criminal convictions, that I do not appear on the barred list and am not subject to sanctions imposed by a regulatory body e.g. the National College for Teaching and Leadership. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 2018

Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from the appointment or if appointed will render you liable to dismissal without notice and possible referral to the police.

Shooters Hill Sixth Form College is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

**This form cannot be signed electronically.**

**By submitting an email application, I certify that the information provided is true and accurate and that I have not omitted any facts, which may have a bearing on my application. I authorise the employer to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice or in some circumstances legal action taken against me.**

**Full Name of Applicant:**

**Date:**

**If shortlisted, you will be required to sign your application form at a later stage of the selection process:**

**Applicant Signature:**

**Date:**