



Devonport High School for Boys

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Paradise Road
Stoke
Plymouth
PL1 5QP

Headteacher:
Dan Roberts BSc MEd

Application for Support Staff Appointment

In accordance with our Equality Policy, we are committed to providing equal opportunities for all employees, workers, and job applicants, and to eliminating unlawful and unfair discrimination. We aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit.

Our Equality and Safeguarding Policy can be found on the school's website. Please let us know if you require the application form in another accessible format.

We will treat your application fairly and honestly and consider it only in relation to the requirements of the job. This post is subject to a successful Disclosure and Barring check and satisfactory references.

Please fill in **all sections** of the form using black ink. A curriculum vitae will not be accepted in place of a complete application form.

Please return this form as per the instructions given at the end of this application form.

Position applied for	
Application closing date	

Personal Details	
Surname (block capitals)	
Previous or other name(s)	
Title and forenames	
Address	
Telephone	Home
	Work
E-mail address	
National Insurance Number	
When available for employment	

Selection Requirements
We will make reasonable adjustments to help applicants with disabilities through the application and selection process. If you have any special requirements to enable your participation and/or attendance during the selection process, please give details below:

Present Post	
Post title	
Name and address of Employer	
Dates	From To
Duties / Responsibilities	
Salary	
Reasons for leaving	

Secondary and Higher Education - starting with the most recent	
Name of school/college attended	
Dates from and to	
Courses/subjects taken	
Qualifications	
Name of school/college attended	
Dates from and to	
Courses/subject taken	
Qualifications	

Employment History- Starting with most recent, including any paid or unpaid voluntary work. Continue on a separate sheet if necessary.

You must explain any gaps in your work history since leaving education (e.g., unemployment and career breaks).

Position held	Name and address of employer or voluntary organisation	
Dates	From	To
Dates	From	To
Dates	From	To
Dates	From	To
Dates	From	To

Referees (please give present or immediate past employer and up to two referees)- 1 should be your current or most recent employer. Referees should be those who know you in a working/educational environment. As part of the school's safeguarding procedures, references will be taken up prior to interview.

Employer	
Address:	
	E-mail address:
Telephone	
Referee Full Name	
Address	
	E-mail address:
Telephone	
Job Tittle	
Relationship to you	
Did this role involve working with children, young people and/or	
Referee Full Name	
Address	
	E-mail address:
Telephone	
Job Tittle	
Relationship to you	
Did this role involve working with children, young people and/or	

Safeguarding - Disclosure and Barring Service Check

It is an offence to apply for roles which involves engaging in regulated activity relevant to children and young people if the applicant is barred from engaging in regulated activity relevant to children.

The school takes its responsibility for safeguarding very seriously. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. In accordance with relevant guidance and enactments, all new teaching and support staff appointments to DHS Boys will require an enhanced DBS check, and where appropriate, barred list check. Therefore, please complete the following questions: -

Have you been subject to an enhanced CRB / DBS

check? YES / NO

Please circle as appropriate

If YES please supply the date and Ref No of the most recent

check Date _____

Ref No _____

Note for applicants

In accordance with Government Guidance, under some circumstances a fresh DBS check may not be necessary on appointment. Where this may be the case the school will advise and direct as necessary.

Online checks

In accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance, and as part of the due diligence on shortlisted candidates, we will conduct an online search. This may help identify any incidents or issues that have happened, and are publicly available online, which the Governors might want to consider and/or explore with shortlisted applicants. Checks will not be carried out by anyone involved in the selection process and only relevant information relating to safeguarding or reputational concerns will be highlighted to the Headteacher who will consider evidence to establish your suitability for the role to which you have applied.

Additional disclosure information

This post is covered by the Rehabilitation of Offenders Act (ROA) 1974 and the Exceptions Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands, or warnings) including those which are 'spent'.

Shortlisted candidates will be asked to complete a 'self-declaration' form of their criminal record or information that would make them unsuitable to work with children, in line with the guidance on the Rehabilitation of Offenders Act 1974 and The Exceptions Order 1975, published In November 2020.

The amendments to the Rehabilitation of Offenders Act (ROA) 1974 and the (Exceptions) Order 1975 (amended 2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance on whether a conviction or caution should be disclosed can be found on the GOV. UK website, via the following link: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please complete the following information: -

Do you have any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

YES / NO please circle as appropriate

If the answer is YES please give details below.

Do you need permission to work in the UK?

Yes / No

Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK?

Yes / No

In order to ensure fairness and openness please state whether you are related to, or in a relationship with, a senior member of staff or Governor of Devonport High School for Boys.

Yes / No

If Yes then please give details overleaf.

I declare that the information I have given is true and accept that if I have given false information it may result in my application no longer being considered, or my appointment not being confirmed.

Signed: _____

Date: _____

Letter of Application

Please write in support of your application using the job specification as a prompt to describe the experience, skills competencies and qualification(s) that make you suitable for this post. Please use other sources of information to make your application relevant to DHSB.

If there are any breaks in your record of education and employment, please provide an explanation.

Thank you for applying for this post. Your interest in working with us is appreciated. Please return this application to

Mrs Sarah Nicholson
Head's PA
Devonport High School for Boys
Paradise Road
Stoke
Plymouth
PL1 5QP

sarah.nicholson@dhsb.org

Please indicate where you saw details of this post.

DHSB website	
DHSB Twitter feed	
Plymouth Herald website	
Plymouth Herald paper edition	
Schools Post website	
Schools Post paper edition	
Devon County Council website	

Any other notes