



# APPLICATION FORM FOR SUPPORT STAFF

*Please complete this form electronically and e-mail to:* *mail@castleview.slough.sch.uk* *for the attention of Sarah Rees, HR Manager.*

*Alternatively, please post to: Sarah Rees, HR Manager, Castleview School, Woodstock Avenue, Slough, SL3 7LJ. Please use black or blue ink.*

# Post applied for

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|  Ref no, (if appropriate) |

# Personal details

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| Surname: |  | Forename(s): |  |
| Details of any former names you have had: |  |
| Full address including postcode: |  | Home telephone: |  |
| Work telephone: |  |
| Email address: |  | Mobile number: |  |
| National insurance number: |  |

# Current/most recent employment

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| --- | --- |
| Employer’s name: |  |
| Employer’s address: |  |
| Position held: |  |
| Grade/salary: |  |
| Date started: |  |
| Period of notice: |  |

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| Brief description of current/most recent duties/responsibilities |
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| Previous employmentChronologically listed with previous post first. Please provide details as to the reason for any break in employment.

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| Employer’s name and address | Dates (from/to) | Position | Reason for leaving |
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Education (secondary school and further/higher education)

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| School/institution(s) attended | Dates | Qualifications gained |
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| Please include details of any higher degrees in this section |
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Professional trainingPlease include details of initial training and any relevant continuing professional development.

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| Institution attended | Course | Date |
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| Personal statement/education philosophy |
| Please give your reasons for applying for this position. Please inform us of any skills, experiences, personal qualities and interests which you think will help your application for this position, and how you feel you meet the person specification. |
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# Interests (for example, hobbies, sports, voluntary work)

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# Referees

Please give the names, addresses and occupations of two referees, one of whom should be your present or most recent employer. Safeguarding guidelines look to references being obtained before interview, and certainly before confirmation of appointment, so it is recommended that objection to referees being contacted is not generally withheld.

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| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email address:  |  |
| Relationship to you: |  |

Do you object to this referee being contacted before interview? Yes/No

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email address: |  |
| Relationship to you: |  |

Do you object to this referee being contacted before interview? Yes/No

# Other declarations

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| Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice [website](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).The appointment for which you are applying involves work with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions or cautions you may have, which are not protected, even if they would otherwise be regarded as spent under that Act. The information you give will be treated in confidence. A check with the disclosure and barring service (DBS) will be carried out.Please note that it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.Do you have any convictions, cautions, reprimands, or final warnings which would not be filtered in line with current guidance? **Yes / No**If yes, please list all convictions, cautions, reprimands, or final warnings which would not be filtered in line with current guidance:(Failure to declare a conviction may disqualify you from appointment or result in summary dismissal when the discrepancy comes to light.)

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Are you included in any list of people barred from working with children by the disclosure and barring service (DBS)? **Yes / No**

 If yes please give details including dates:

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| Are you a relative or partner, or do you have a close personal relationship, with any employee or member of the governing board at the school? **Yes / No**If yes, please give details:

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| Do you need a work permit in order to work in the United Kingdom?  **Yes/No**(If you are unclear about your eligibility to work in the United Kingdom you should refer to the UK Visas and Immigration [website](https://www.gov.uk/government/organisations/uk-visas-and-immigration)).I declare that to the best of my knowledge and belief, all parts of this application form, including the age-sensitive information, have been completed in full and are accurate. If I am appointed, I understand that any omission or any inaccurate information that I have supplied could lead to the offer of employment being withdrawn or even to dismissal.Safer recruitmentI certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.Signed: Date:

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If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

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