



Application Form – Support Staff Vacancies

Application for the post of	
School	
PERSONAL DETAILS	
Surname	
Forename(s)	
Title (Mr, Mrs, Miss, Ms etc)	
Address	
Post Code	
Home telephone Work telephone Mobile telephone	
Email address	
National Insurance Number	
CURRENT OR MOST RECENT EMPLOYMENT	
Name of Employer	
Address	
Post Code	
Telephone Number	
Position Held	
Date Appointed	
Notice required	
Current Salary	
Please give a brief description of the main duties of this post:	



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PREVIOUS EMPLOYMENT HISTORY

Starting with your most recent employment (apart from that detailed above), list all paid employment, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. **You must provide explanations for any gaps or periods not in employment, training or education since leaving secondary education. Please include a continuation sheet if necessary.**

Employer	Position Held and brief description of responsibilities	Start date Month/ Year	End date Month/ Year	Reason for Leaving

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied

EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. **You will be required to produce evidence for all your qualifications listed.**

Institute/University/College/Secondary School	Qualifications and Grades Achieved	Date Awarded



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<p>PROFESSIONAL MEMBERSHIPS</p> <p>Please include memberships of any professional bodies. You will be required to produce evidence of any qualifications and memberships. Please list most recent award first.</p>		
Professional Body	Memberships and Grades/ Levels Achieved	Date Awarded/Membership Number
<p>PROFESSIONAL DEVELOPMENT RECORD (IN-SERVICE TRAINING COURSES)</p> <p>You may be required to produce evidence. Please continue on a separate sheet if necessary.</p>		
Title of Training Programme/Course	Date	Awarding Body
<p>ADDITIONAL INFORMATION</p>		
<p>RIGHT TO WORK IN THE UK</p>		
Are you eligible to work in the UK?	Yes	No
Do you need a work permit to work in the UK?	Yes	No
If yes, please give the date your current work permit expires?		
<p>DISABILITY AND REASONABLE ADJUSTMENTS</p> <p>The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please tick the appropriate box below.</p>		
Do you consider yourself to be disabled?	Yes	No
Is there any information that we need or reasonable adjustments you require in order to offer you a fair selection process (please describe)?		



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RELATIONSHIPS

Are you related to or in a close personal relationship with any Employee/Governor?

Yes

No

If you have answered yes, please give full details here

DECLARATION OF INTEREST / CODE OF CONDUCT

Employees must not allow personal and/or private interests to influence their conduct as employees. In particular, all applicants (and existing employees) are required to inform the Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated. Please detail any such information below.

Important: Even if you have nothing to declare, please indicate this by writing “None” in the space below. (Should you require more space to write, please continue on a separate sheet of paper)

REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further referees or contact previous employers if necessary.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing and consent to act as a referee.

The school applies the exemption under Schedule 2 of the Data Protection Act 2018. This means that confidential references provided to the school by other and previous employers for employment purposes about you will not be disclosed in any circumstances. Therefore, if you make a Subject Access Request (SAR) any confidential references in your records or on file provided to the school by other and previous employers, will not be shared with you.

REFEREE DETAILS (1)

REFEREE DETAILS (2)

Name of referee

Name of referee

Business/employer name

Business/employer name

Telephone Number

Telephone Number

Position in organisation
(if applicable)

Position in organisation
(if applicable)

Address

Address

Post Code

Post code

Email

Email

May we contact this referee
prior to interview?

Yes

No

May we contact this referee
prior to interview?

Yes

No



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It is best practice to obtain references for shortlisted candidates prior to interview.

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

SUPPORTING STATEMENT

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification. (Please continue on a separate sheet if necessary)



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CHILD SAFEGUARDING

This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#)

For all roles, the school will require the preferred candidate to complete a Declaration Form detailing any unspent criminal convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring service before your appointment is confirmed.

By completing this application form you agree that you will provide the above information as required.

DECLARATION

I declare that the information I have provided is a complete and true statement.

I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate d) a satisfactory medical report, if appropriate e) a satisfactory social media check. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Governor or employee of the School in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I confirm that I have contacted all of the referees above and asked them to act as my referee. I have also obtained their consent for you to contact them.

Signature

Date

Print Name