



## Support staff application form

Confidential application form for employment as a member of the support staff

*If you require, for the reason of a disability, for this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format please contact the HR Adviser. This will in no way be detrimental to your application.*

### 1 | Application

Position applied for:

Available to take up employment (date):

### 2 | Personal details

Full name:

Former surnames:

*e.g. maiden name or  
where any previous  
change of name(s)*

Title: Mr / Mrs / Miss / Ms / Other (please indicate)

Current address:

Contact details:

Private telephone

Work telephone

Mobile

Email address

National Insurance no. :

### 3 | Schools attended (11-18 years)

School name/address	Dates	
	From	To

### 4 | Examination Results

Subject	Year of exam	Grade

### 5 | Higher education and occupational qualifications

University/college	Dates		Type of course	Subjects	Qualification or degree class
	From	To			

## 6 | Previous positions of employment

Employer	Dates		Duties & Salary	Reason for Leaving
	From	To		

Please continue on a separate sheet if boxes 6 and 7 are not sufficient to record all your previous employment. In addition, please provide where appropriate, explanations for any gaps in employment, self-employment or further education/training.

## 7 | Current position

Current employer:

Job title:

Date of appointment:

Salary:

Summary of duties:

## 8 | Curriculum Vitae

On a separate sheet, please supply a CV including a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving full-time education. Provide explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. You should also give reasons why you left each appointment and the salary you were paid at the time of leaving. Please attach this sheet to the application form.

## 9 | Work permits

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes ☐

No ☐

If you are successful in your application would you require a work permit to work in the UK?

Yes ☐

No ☐

## 10 | General

Interests/hobbies (give details of pastimes, sports, membership of professional organisations, etc.)

If given this position will you work in any other capacity? Yes ☐ No ☐

If yes, please give details:

## 11 | References

Please give the names of two people who can comment on your suitability for this post. One should be your current employer or, if unemployed, your last employer. The other should be your most recent previous employer. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

Please note referees will be asked about any disciplinary offences relating to children and/or any child concerns that you have been subject to.

Name:

Address:

Email address:

Telephone number:

Relationship:

Contact prior to interview: Yes ☐ No ☐

Name:

Address:

Email address:

Telephone number:

Relationship:

Contact prior to interview: Yes ☐ No ☐

## 12 | Recruitment policy, including ex offenders

It is the School's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, religion or belief or marital status or disability. Equally, a criminal record will not necessarily be a bar to your application but the following factors may be considered:

Any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended in 2013) by SI 2013 1998. The seriousness of the offence, the length of time since the offence, the age of applicant at the time, the circumstances of the offence and the applicant's own explanation. Please refer to the Disclosure and Barring Service guidelines at [www.gov.uk](http://www.gov.uk) or contact the NACRO helpline should you require further information (Tel: 0207 8406427).

## 13 | Personal statement

Please attach a separate letter setting out the reasons why you wish to work at Brentwood School and why you think you are suitable for the post being advertised.

## 14 | Applicant's declaration

I confirm that the information given on this form, and any supplementary information provided, is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for withdrawal of any offer made or, if already employed, I could be liable to dismissal.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended in 2013) by SI 2013 1998, must be declared. I have not been disqualified from working with children, am not named on the DfE Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the Teaching Agency), and confirm either (**please delete as appropriate**):

I have no convictions, cautions, reprimands or final warnings that are not 'protected'

Or

I have attached details of any convictions, cautions, reprimands or final warnings that are not 'protected', either in a sealed envelope marked confidential, or by email to **hr@brentwood.essex.sch.uk** giving your disclosure, your name and the post for which you are applying in the subject line.

Signature:

Date: