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| **SUPPORT STAFF APPLICATION FORM** | | | | |
|  | **Please complete the form in BLACK INK, BLACK BALLPOINT OR TYPESCRIPT.**  **Write on a separate sheet (which you should attach to this form) if more space is needed.**  **The Deanes is committed to safeguarding.**  **The Deanes is part of a family of seven schools.** | | | |
| **Application for appointment as:** | | | | **Scale/Grade:** |
| **Date available to take up appointment (if offered):** | | | | |
| **Have you done this kind of work before: YES / NO** | | | | |
| **1. PERSONAL DETAILS (Block letters please)** | | | | |
| Surname and Title: | | Forenames: | | |
|  | | Previous names: | | |
| Private Address: | | Date of Birth: | | |
|  | | National Insurance No: | | |
|  | | Landline telephone number: | | |
|  | | Mobile telephone number: | | |
|  | | e-mail address: | | |
| Postcode: | |  | | |
| **2. CURRENT EMPLOYER** | | | | |
| Name & address: | | | Job Title: | |
|  | | | Date appointed: | |
|  | | | Present salary: | |
|  | | | Full or part-time: | |
|  | | | Notice required: | |
| Telephone number: | | | Reason for leaving: | |
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| **3. Please give a brief outline of duties and responsibilities in your current (or most recent) job** | | | | |
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| **4. FULL HISTORY OF POST SECONDARY EDUCATION TRAINING, EDUCATION, EMPLOYMENT, VOLUNTARY WORK  and explanations for periods not covered (in chronological order).** | | | | | | |
| Name and type of employer | Dates | | Job Title and Description of Duties | F/T or P/T | Leaving salary | Reason for leaving |
| From | To |  |  |  |
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| **5. HIGHER EDUCATION (most recent first)** | | | | | | | |
| Place of Study (University, College, Polytechnic, etc | Dates | | F/T or P/T | Main subjects | Subsidiary subjects | Qualifications gained (Degree, Cert, Diploma etc)  And class/grade | Date of award |
| From | To |
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| **6. OTHER COURSES ATTENDED WITHIN LAST FIVE YEARS (most recent first)** | | |
| Course title | Provider | Date |
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| **7. SECONDARY EDUCATION AND EXAMINATION RESULTS** | | | | | |
| Name of School(s)  and Address | Period of Attendance | | Awarding Body: | Awarding Body: | Awarding Body: |
| From | To | Level: | Level: | Level: |
| Subjects and Grades | Subjects and Grades | Subjects and Grades |
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| **8. HEALTH** | |
| (a) Do you have a health problem, or a disability which is relevant to your job application? YES / NO | |
| If YES, please give details. | |
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| (b) Are you registered as disabled? YES / NO | |
| If YES, please give your RDP number, and date of expiry of present registration. | |
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| **9.** If offered this position, will you continue to work in any other capacity? (if yes please give details) YES / NO | |
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| **10.** | Are you a member of a professional organisation? (if so please give details) YES / NO |
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| **11.** Do you need a Work Permit to work in the United Kingdom? YES / NO | |
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| **12.** Are you related to any member of the Governing Board of The Deanes? YES / NO | |
| If YES, please state the name of person and relationship. Failure to disclose a relationship | |
| as above may disqualify you. Canvassing of Governors by you or on your behalf is not allowed. | |
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| **13.** Have you ever been convicted of, or received a caution for a criminal offence? (This post is exempt from the   Rehabilitation of Offenders Act 1974 and therefore all convictions and bind-overs including those regarded as   ‘spent’ must be declared. | |
| If “Yes” please provide details of all cautions / convictions (this may be provided in a sealed envelope marked   confidential): | |
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| 1. Have you at any time been the subject of any child protection concerns or an investigation concerning an offence   relating to children, including any in which the penalty is time expired and, if so, please state the outcome of any enquiry or disciplinary procedure. YES / NO | |
| If “Yes” please provide details of all investigations / outcomes (this should be provided in a sealed envelope  marked confidential): | |
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| **15.** | Please indicate where you heard about this vacancy. |

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| **16. Information in support of this application.** |
| ***If you have been asked to supply a written task it should be completed on a separate sheet of paper as well as completing this section*** |
| Please describe the experience, skills, competencies, personal qualities and qualifications that make you suitable   for this job. |
| These may have been gained from work experience, voluntary or community work or any other organisation |
| you may have been involved with. You should include the reason why you are applying for the post and any |
| other information which you consider appropriate. (Please continue on a separate sheet if necessary.) |
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Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

**Declaration**

🞏 I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

**Safer Recruitment and Childcare Disqualification Checks**

🞏 I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 (“the Regulations”) will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

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| **17. REFEREES** | | | |
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| It is expected that you will name your present and immediate previous employer as referees. College leavers should name the Principal of their College. | | | |
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| **Note: 1. Your current employer will be contacted before interview** | | |  |
| 1. We shall seek references from previous employers for short-listed candidates to verify particular experience or qualifications before interview and to ask about offences relating to children, including any in which the penalty is time expired and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. 2. If you do not currently work with children in your employment but have done so in the past, you must provide details of this employer as your second referee. 3. References will not be accepted from relatives nor from people writing solely in the capacity of friend 4. If you were known to either of your referees by another name, please give details. | | | |
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| **CURRENT EMPLOYER** | **PREVIOUS EMPLOYER** | | |
| 1. Name and address | 2. Name and address | | |
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| Telephone number: | Telephone number: | | |
| e-mail address: | e-mail address: | | |
| Position and relationship: | Position and relationship: | | |
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| I certify that, to the best of my belief, the information I have entered is true, and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in disciplinary investigation by the School’s Governing Board and is likely to result in dismissal. I also certify that I am not on the Children’s Barred List, disqualified from working with children, nor subject to sanctions by a regulatory body (eg GTC).  I understand that the offer of a post is subject to the provision of an acceptable enhanced DBS Disclosure. | | | |
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| Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **CORRESPONDENCE** | |
| Thank you for applying for this post. Your interest in working for The Deanes is very much appreciated. It is not the school’s practice to acknowledge receipt of applications. If you have not heard from the school within four weeks of the closing date please assume your application was unsuccessful. | |
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| **DATA PROTECTION ACT 2018** | |
| I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 2018. | |
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| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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