



**CHIGWELL SCHOOL**  
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## Application for Employment - Support Staff

This Form must be completed in full. Incomplete Forms are not acceptable.  
 A CV can be provided in addition to, but not as substitute for, the Application Form.  
*Providing false information is an offence and could result in your application being rejected,  
 or summary dismissal if you have been appointed, and possible referral to the Police.*

Please wait a moment for the form to load and fill in the interactive fields.  
 Once complete please click the Submit button at the end.

**Note to users of Google Chrome:**  
 You will be unable to use this form in a Google Chrome window. Please save the  
 form on to your computer and open in Adobe Acrobat to complete and submit.  
 Alternatively please use another browser such as Internet Explorer, Firefox or Safari.



Application for the post of:

Surname:

Forenames:  Gender:

Maiden or Former Name(s):

Title: Mr, Mrs, Miss, Dr, etc.  Marital Status:

Ethnic Origin (for Equal Opportunities monitoring, response voluntary):

Date of Birth:  National Insurance No.:

Do you have Qualified Teacher Status: Yes  No

DCFS Reference Number:  Home Tel. No:

E-mail address:  Mobile No:

Current Address: *(If resident at current address for less than 5 years, please provide any previous addresses during this period)*

Chigwell School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. This post is exempt from the Rehabilitation of the Offenders Act 1974, and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Your current employer will be asked about any disciplinary offences relating to children, including any for 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.

Interviews will be conducted in person and they will explore candidates' suitability to work with children.  
 Please read the following statement carefully and confirm accordingly:

"I am not on List 99, and am not disqualified from working with children, or subject to sanctions imposed by a regulatory body such as the GTC. I have no convictions, cautions, or bind-overs, or if I have, I have attached details of them in a sealed envelope marked 'confidential'."

Please  to confirm: I agree  Date:

## Details of Employment and Education

(Include significant part-time and temporary)

Current / most recent employer  
(name, address, phone no. If a school - what type?)

Position/  
Salary

Main responsibilities

From / To  
(Mth/Yr)

Other

Main responsibilities

Please explain any breaks in your continuity of employment:

Education and qualifications:

School, College, University

From / To (Mth/Yr)

Course titles and qualifications obtained:

## Personal Statement

Please use this space to highlight personal qualities, interests and experience that are relevant to the position. Include any worthwhile training courses that you have attended.



## Existing Contacts Within School

Do you have any family or close relationships to existing employees or Governors of Chigwell School?

Please check one option  
(If 'yes', please give details)

Yes  No

## Referees

Please provide details of at least two referees, one of whom should ideally be your present employer and one other should provide a character reference. References of short-listed candidates will normally be required prior to interview. If you do not wish your present employer to be contacted, please advise us immediately. Where you are not currently working with children, but have done so in the past, one referee must be from the employer with whom you were most recently employed in work with children.

Name:

Address:

Status:

Tel No.:

Email Address:

## Disability

Do you consider yourself to have a disability? Yes  No

[As defined by the Disability Discrimination Act, 1995, a disability is: "A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities."]

If yes: what adjustments will we need to make in order to allow you to be interviewed?

Please note that you will need to complete a [Medical Health Check Form](#) if offered the post.

## Declaration

I agree that the information I have given in this application is correct to the best of my knowledge and to any personal data being used appropriately during the recruitment process (re The Data Protection Act).

Please   I agree

Date: