Headteacher: Mr R.A. Harris BSc, MSc
Hockley Road
Rayleigh,
Essex, SS6 8EB
Telephone: 01268 743884
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THE FITZWIMARC SCHOOL - SUPPORT STAFF APPLICATION FORM

Please complete all sections in black ink or type. The Declaration (section 12) must be completed and signed.

Post applied for:

1. Personal Details

Title:	Last Name:	First Name(s):
Present Address:	All previous names:	
	Home telephone number:	
	Mobile or work telephone number: Please tick if you do not wish to be contacted at work ☐	
Date of Birth:	Email address:	
National Insurance Number:	Do you have the right to work in the UK? **Yes** ☐ **No** ☐	

2. Present Employment.

Employer's Name and Address :	Job Title:
	Current Grand/Band: Current Salary : £
	Date Appointed:
Period of Notice:	Reason for leaving:
Brief Outline of duties:	

3.Previous employment .(Please list most recent first &continue on a separate sheet, if necessary)

Name and Address of Employer:	Job Title:	Reason for leaving:	Start date MM/YY	End date MM/YY

4.Breaks in Employment History If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training etc.

From	**To**	

5.Education Please list most recent first.

Name of School(s)	From MM/YY	To MM/YY	Qualification/subject obtained & awarding body	Grade	Date

6.Continuing Education List most recent first (please include any professional qualifications obtained)

Educational Establishment	From MM/YY	To MM/YY	Qualification/subject obtained & awarding body	Grade	Date(s)

7.Training including details of professional or personal development courses attended in the last 5 years continue on separate sheet if necessary.

Course title	Organising Body	Brief Description of Course Content	Date

8. ICT Skills :Please indicate level of competence with a tick

	Basic	**Competent**	**High**		**Basic**	**Competent**	**High**
Microsoft Office				**Other** (please specify)			
Word							
Excel							
Outlook (email)							
PowerPoint							
Access (database)							

9. Statement in support of your application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary).

10.References.

Please give the name and address of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. In the case of school references, this should be the Headteacher. **Applicants must ensure referees consent to be contacted (by post/email) and for reference information to be held for 6 months. Please note references will be requested for short-listed candidates prior to interview.** The school may contact other previous employers for a reference with your consent. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Full Name:	Full Name:
Job Title:	Job Title:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship between applicant & referee:	Relationship between applicant & referee:
Period of time applicant known to referee:	Period of time applicant known to referee:
If either of your referees know you by another name, please give details:	

11. Close Personal Relationships

Are you a relative or partner, or do you have a close working relationship with, any employee, Trustee or Governor of the school? If 'YES' please state name(s) of the person(s) and relationship.

YES ☐ **No** ☐ _____

Failure to declare such a relationship may disqualify you. Canvassing of Governors, Trustees or senior staff members by you or on your behalf is not allowed.

12. Declaration.

Please read the following statements and information relating to the application carefully. By submitting this form and ticking the box below you are certifying that the information supplied is accurate and confirming that the declarations made 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, and is likely to 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

Preferred candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:

- Any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- Any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence. 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 person's criminal record will not in itself 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.**

Preferred 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.

Data Protection

I acknowledge by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be used in line with the Privacy Notice.
If I am the successful applicant I acknowledge that this information will be retained in line with the school's retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.
All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Signed: _____ **Date: _____**

Thank you for taking the time to apply for this post

It is not The FitzWimarc Schools practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.