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#### APPLICATION FOR EMPLOYMENT

**Support Staff**

**Applicant’s Name:**

**Title of post applied for:**

## Committed to Equal Opportunities

##### GUIDANCE FOR THE COMPLETION OF THE APPLICATION

**FOR EMPLOYMENT FORM**

This information has been compiled to assist you in the completion of the application form.

Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview, it is therefore important that you complete the application in full.

**Please complete the form using black ink, or type.**

###### Completing your Application Form

* Read through the information you have been sent, and particularly study the advertisement, job description and person specification, (where applicable).
* Complete as fully as possible all of the sections. If any information requested is not applicable to you then please state this in the relevant section. If you have to write more than the space provides on the application form, use additional sheets of paper ensuring that you mark clearly your name and the job title and reference number on each sheet.
* Add a letter of application of no more than two sides of A4 paper.
* Curriculum Vitae (CV) – please do not enclose a CV. You are asked to complete the application form in full. If a CV is required this will be specifically requested. It is acceptable, however, to provide additional information in support of your application, but this should be relevant to the job you are applying for.
* The form can be completed and emailed to the school or printed and posted.

**1. PERSONAL DETAILS**

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Title \_\_\_\_\_\_\_\_\_

(e.g. Mr. Mrs.)

Previous surname/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth, if under 21 or over 65 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. SECONDARY/FURTHER EDUCATION (Including NVQs)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, Colleges etc. | Dates | | Level of  Exams | Subjects, with grades |
| From | To |
|  |  |  |  |  |

**3. HIGHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University, Polytechnic,  College | Dates | | Qualification/s  (with main subjects) | Grades |
| From | To |
|  |  |  |  |  |

**4. MEMBERSHIP OF PROFESSIONAL BODY, OTHER TRAINING COURSES**

|  |  |  |
| --- | --- | --- |
| Body/Organisation | Membership Level/Qualification | Dates |
|  |  |  |

**5. PRESENT EMPLOYMENT (or most recent if currently unemployed)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer (with address & contact  name for reference purposes) | Dates | | Salary & Grade | Notice  Period | Reason for Leaving  this post |
| From | To |
|  |  |  |  |  |  |
| Job Title and Main Duties: | | | | | |

1. **PREVIOUS EMPLOYMENT** (please start with the most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained. **Please note that references will be sought from your current and one previous employer prior to interview**).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer (with address & contact  name for reference purposes | Dates | | Salary  & Grade | Job Title and Main  Duties | Reason for  Leaving |
| From | To |
|  |  |  |  |  |  |

1. **PERSONAL REFEREE**

Please state the name and address of a person whom you have known for at least three years, and who will be approached for a reference. You should quote someone who is currently employed in a position of responsibility. If you are a school leaver you should quote your Head Teacher or Year Head. If you are self-employed, you should quote a client or your accountant or solicitor. References will be sought from your current employer and will be sought from your previous employers, but it would be helpful if this personal referee can comment on your suitability for this post.

**It is important that you make this person aware of the possibility that they will be asked to supply a reference for you.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and  Position/Profession | Address  Including an email address | Tel. No. | Capacity in which you are  known to this person |
|  |  |  |  |

**8. PEOPLE WITH DISABILITIES**

Do you consider yourself disabled? YES NO

Please indicate here if you need any particular aids or modification to assist you in attending for interview or carrying out the duties of this post.

Whilst you do not have to declare a disability here, our school / academy is committed to promoting employment opportunities for people with disabilities, who can face additional challenges to gaining employment. As part of this commitment, we offer an interview to any disabled person who declares a disability and meets the minimum criteria for the job. **It is important to note** that there may be rare occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. **For example,** in certain recruitment situations such as where there is a high number of applications, the school / academy may have to limit the overall numbers of interviews offered to both disabled people and non-disabled people. In these circumstances the school / academy may select the disabled candidates who **best** meet the minimum criteria for the job rather than **all** of those that meet the minimum criteria, as they would do for non-disabled applicants.

**The post for which you are applying gives substantial access to children. If your application is successful, you will be required to obtain a “Disclosure” from the Disclosure & Barring Service Records. Employment with The Corsham School will be conditional upon the results of the “Disclosure” obtained, which will indicate your suitability to work with children, young adults or vulnerable adults.**

**9. REHABILITATION OF OFFENDERS ACT 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’ These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**Convictions**

Please give details of any conviction, including the date of conviction and the sentence imposed (a criminal

record will not necessarily be a bar to obtaining a position with The Corsham School).

N.B. i) Road traffic offences should be included.

ii) Because of the nature of the work for which you are applying, this post is exempt from the provisions

of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders

Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of

employment, any failure to disclose such convictions or cautions or bind over orders could result in

dismissal or disciplinary action by the Authority. All convictions or cautions or bind over orders must

therefore be disclosed.

|  |  |  |
| --- | --- | --- |
| Conviction | Sentence | Date |
|  |  |  |

**10. ADDITIONAL INFORMATION**

a) Do you have regular access to the use of a car? YES [ ] NO [ ]

b) Do you have a work permit? YES [ ] NO [ ]

c) The Working Time Regulations place a maximum limit on weekly

hours worked. Will you continue in any other employment, should

you be offered this appointment? YES [ ] NO [ ]

If YES, how many hours per week?

d) Please state in which publication you saw the advertisement for this post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note:

* Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
* The appointment is subject to satisfactory evidence of your medical fitness, and the results of a “Disclosure” from the Disclosure & Barring Service, where applicable.

**How we use your information**

We will use the information you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes:

* To assess your suitability for the role for which you have applied
* To assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

If your application is successful, the school / academy will retain the information provided on this form on your file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

All applications received are handled in accordance with the requirements of the UK GDPR and Data Protection Act 2018. Further information on how your data is used is provided in the Job applicant privacy notice which can be found on the school’s/academy’s website.

Completion and submission of this form is taken as consent to process the information that you have provided.

**DECLARATION**

I am not on a Barred List (List 99), disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency. I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information, this may result in subsequent dismissal or the withdrawal of any offer of appointment and a subsequent referral to the police.

Signature: Date:

**11. ADDITIONAL INFORMATION**

|  |
| --- |
| 1. Please describe in more detail any experience, skills etc. you have which are relevant to this   job, (referring to the person specification for this post), or any project or voluntary work,  caring duties or hobbies that you feel are relevant.   1. Please give your reasons for applying for this post. |
|  |