**A screenshot of a cell phone

Description automatically generated**

**JOB APPLICATION FORM – SUPPORT STAFF**

Please complete the following application form and ensure that you include details of academic and vocational qualifications with awarding body and date.  Please include a full employment history, commencing with your current position, giving dates, reasons for leaving and explanation for periods when you were not in employment.  All sections of the form should be completed in full.  If you wish to submit a Curriculum Vitae in addition to this form, you are welcome to do so but it cannot be accepted without completion of this form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position applied for: | | | | Start date: |
| **Section 1 – Personal details** | | | | |
| Title: | Forenames: | | Surnames: | |
| Former name(s): | | | | |
| Preferred Name(s): | | | | |
| Address:  Have you lived or worked outside of the UK in the last ten years? If yes, date(s) and location(s):  *If you have answered yes to the above question, we may require additional information to comply with 'safer recruitment' requirements and may contact you for additional information in due course.* | | **Contact Details:**  Daytime telephone number:  Mobile:  Email address: | | |
| National Insurance number: | | |
| Are you eligible for work in the UK?  Yes No, I require a sponsor to work in the UK | | Do you hold a current UK driving licence? Yes No | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2 – Educational and Academic Qualifications (Secondary, Further/Higher or work based)**  Please start with the most recent and give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). To comply with our statutory obligation applicants invited for interview will be asked to bring with them their ORIGINAL certificates to confirm the data given below. | | | | | | | | |
| School, College, University | | Award Qualification and Awarding Body | | | Grade  (if appropriate) | From  MMM/YY | | To  MMM/YY |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
|  | |  | | |  |  | |  |
| **Section 3 – Professional Development, vocational qualifications, skills or training**  Please provide details of the most relevant courses attended, qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include any **Child Protection training** and **First Aid training** with dates. | | | | | | | | |
| Course Title | | | Provider | Duration | | | Dates - MMM/YY | |
|  | | |  |  | | |  | |
| **Section 4 – Employment**  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet. | | | | | | | | |
| Name and address of current or most recent school/employer: | | | | | Date of appointment:  Date ceased employment:  Reason for leaving:  **Or**  If still in employment what is your notice period? | | | |
| Salary scale:  Grade and details of allowance: | | | |
| Job Title & Major Responsibilities: | | | | | | | | |
| Educational Experience: | | | | | | | | |
| Any other relevant or convertible experience: | | | | | | | | |
| **Section 5 – Previous employment and/or activities since leaving education.**  Please provide full details of all positions held in employment, self-employment and unpaid work or travel since leaving secondary or higher education.  Please start with your position before your most recent employer and in each case the reason for leaving employment.  Please include any periods not in employment, further education or training, with an explanation so that we have your **FULL** history to date.  Please continue on a separate sheet if necessary. | | | | | | | | |
| Dates from  and to  MMM/YY | Name and address of employer | | | | Position held and/or duties | Reason for leaving | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |
|  |  | | | |  |  | | |

|  |  |
| --- | --- |
| **Section 6 – Interests**  Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. | |
|  | |
| **Section 7 – Personal Statement**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your suitability and aptitude to undertake the duties outlined in the job description and further details document. Please continue on a separate sheet if necessary. | |
| Include - What attracted you to this role, and what is your motivation for working with children, examples of your experience working with children and what skills you utilised. | |
| **Section 8 – References**  Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children (if applicable) **References will not be accepted from relatives or from people writing solely in the capacity of friends.**  Referees will be asked about all disciplinary offences which may include those where the penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. The employer reserves the right to seek any additional references deemed appropriate. It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. When completing the section below, please indicate whether or not you agree for this referee to be contacted prior to the interview. | |
| **Referee 1**  Name:  Job Title:  Organisation:  Capacity Known:  Address:  Email:  Contact Telephone number: | **Referee 2**  Name:  Job Title:  Organisation:  Capacity Known:  Address:  Email:  Contact Telephone number: |
| May we contact them prior to interview?  Yes No | May we contact them prior to interview?  Yes No |
| **Section 9 – Disability and Accessibility**  St Hilda’s is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment, and would like St Hilda’s to make adjustments or arrangement to assist if you are called for an interview, please state the arrangements you require: | |
|  | |
| **Section 10 – Additional Information** | |
| Are you, to your knowledge, related to or have a personal relationship with any governor, trustee, local governor, pupil or employee at St Hilda’s Harpenden? No Yes Details:  Do you hold any other appointment that would continue if you were appointed to this job?  Are you applying to do this job on a part-time/job share basis?  If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please provide their name and contact details: | |
| **Section 11 – Disclosure and Barring and Childcare Disqualification** | |
| St Hilda’s School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.  St Hilda’s is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) means 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 about whether a conviction or caution is disclosable can be found on the Ministry of Justice website. As St Hilda’s has pupils aged 8 and below, the DBS check will be used to ensure compliance with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for St Hilda’s. A copy of the safeguarding policy for St Hilda’s is available to view on our website. <https://www.sthildasharpenden.co.uk/about-us/policies/>  Do you have a DBS certificate? Yes No Date of Check:  Are you registered on the Update Service? Yes No Certificate Number:  If you are successful with your application and take up employment at St Hilda’s, do you give consent for us to check your DBS online? | |
| **Section 12 – Declaration** | |
| **Right to work in the UK**  St Hilda’s will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you acknowledged that such evidence will need to be provided should an offer of employment be made.  **Mental and Physical Fitness**  St Hilda’s will require you to confirm you have the mental and physical fitness to carry out your work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003. By signing this application, you acknowledge that such confirmation will be required should an offer of appointment be made.  **Verification of Identity**  St Hilda’s will require you to provide proof of your identity in accordance with Keeping Children Safe in Education guidance. This will include obtaining a copy of your birth certificate, where this is available. By signing this application, you acknowledge that such verification will be required should an offer of employment be made.  **Online Searches**  St Hilda’s are required to conduct online searches about you as part of their shortlisting process in accordance with Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. By signing this application, you acknowledge that such searches will be conducted as part of the shortlisting process.  I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct. I understand that if I am applying for a role that involves engaging in a regulated activity relevant to children, that it is a criminal offence to apply for the role if I am barred from engaging in regulated activity relevant to children. I understand that any subsequent contract of employment with the employer will be made only on this basis and that, if I falsify or deliberately omit any relevant information I could be dismissed. I understand if I lobby governors or employees in connection with this application I will be disqualified. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.  I agree to the above  **Signed: ………………………………………………… Print Name: ……………………………………. Date: …………………………………….**  Please note: to comply with our *statutory obligations, including those under the Asylum & Immigration Act 1996,* ***all applicants invited for interview*** *will be asked to bring with them their passport or evidence of a National Insurance number.* | |