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**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.

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| Position applied for: | Start date: |

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| **Section 1 – Personal details** | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forenames: | | Surnames: |
| Former name(s): Preferred name: | | | |
| D.O.B: | | | |
| Address: (*Please provide all addresses in last five years if more than one)* | | National Insurance number: | |
| Telephone number(s):  Day:  Home:  Mobile:  Email address: | |
| Are you eligible for work in the UK?  Yes No | | Do you hold a current UK driving licence?  Yes No | |

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| **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’s 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 |
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| **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 | |
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| **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:  or N/A  Reason for leaving: | | | |
| 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 | | |
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| **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. | | | | | | | | | |
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| **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. | | | | | | | | | |
| 1. What do you enjoy most about working with children? 2. What is the most relevant experience that you bring to the role? 3. What do you think our children would like bout you and make them enjoy spending time with you? 4. How would you deal with safeguarding concerns? | | | | | | | | | |
| **Section 8 – References**  Please supply the names and contact details of two people who we may contact for references. One of these should be you current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Neither referee should be a** **relative or someone known to you solely as a friend.** | | | | | | | | | |
| **Referee 1**  Name:  Organisation:  Address:  Email:  Telephone number:  Occupation: | | | | **Referee 2**  Name:  Organisation:  Address:  Email:  Telephone number:  Occupation: | | | | | |
| May we contact them prior to interview?  Yes No | | | | May we contact them prior to interview?  Yes No | | | | | |
| **Section 9 – Equal Opportunities**  St Hilda’s School aims to be a fair employer and is committed to equal opportunities. The School does not discriminate against employees on the basis of gender, ethnic origin or disability. | | | | | | | | | |
| If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to enable you to attend or participate in any interview: | | | | | | | | | |
| **Section 10 – Data Protection Act 1998** | | | | | | | | | |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy. If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment, including pay and pensions, and by designated staff only We may check the information provided by you on this form with third parties. If you do not become an employee, the information will be destroyed. | | | | | | | | | |
| **Section 11 – Criminal record** | | | | | | | | | |
| An offer of employment is conditional upon the School receiving an enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (Which includes a check of the Children’s Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which normally be considered “spent” under the Act) must be declared (You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  If you have a criminal record this will not automatically debar you from employment. Instead each case will be assessed fairly by reference to the School’s objective assessment process. | | | | | | | | | |
| **Section 12 – Declaration** | | | | | | | | | |
| 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.  I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent must be declared.  I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.  I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.  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 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.  **Are you known to the police and children’s local authority social care? YES/ NO**  *(Please delete as appropriate):*  *I have no cautions, convictions or bind-overs, or been subject to a court order, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country. (You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules)*  *OR*  *I have attached details of cautions, convictions, bind-overs, court orders, reprimands, warnings and details of committing a criminal offence (in the United Kingdom or in another country).*  Please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form.  I confirm that the information I have given on this application form is true and correct to the best of my knowledge. Any false statement may result in rejection as a candidate or dismissal if employment has started. I release the school and referees from any liability caused by giving and receiving information. I will be subject to checks by the Disclosure and Barring Service.  **Signed:** ………………………………………………… **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.* | | | | | | | | | |