

Application Form - Support Staff - Confidential

| **Details of Post Applied For** | |
| --- | --- |
| Name of School |  |
| Position Applied For |  |
| Job Reference Number (if any) |  |
| Candidate Reference Number |  |

| **Personal Information** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Last Name | |  | |
| First Names | |  | | | Middle Name |  |
| Previous Name | | |  | | | |
| Date of Birth | | | |  | | |
| Address | |  | | | | |
| Contact Details | | Contact Number (e.g. mobile) | |  | | |
| Email Address | |  | | |
| Country of Birth / Nationality | | | |  | | |
| National Insurance Number (if applicable) | | | |  | | |
| Are you registered as disabled? | | | |  | | |
| If you are selected for an interview, are there any special arrangements the employer should make for you? | | | |  | | |

| **Employment History Including unpaid and voluntary experience**  Other periods of employment you have undertaken which you have not included so far, starting with the most recent. | | | | |
| --- | --- | --- | --- | --- |
| Position Held | |  | |
| Name of Institution | |  | |
| Address | |  | |
| From | |  | |
| to | |  | |
| Responsibilities and Achievements | |  | |
| Salary and Benefits | |  | |
| Full or part time | |  | |
|  | |  | |
| Position Held | |  | |
| Name of Institution | |  | |
| Address | |  | |
| From | |  | |
| to | |  | |
| Responsibilities and Achievements | |  | |
| Salary and Benefits | |  | |
| Full or part time | |  | |
|  | |  | |
| Position Held | |  | |
| Name of Institution | |  | |
| Address | |  | |
| From | |  | |
| to | |  | |
| Responsibilities and Achievements | |  | |
| Salary and Benefits | |  | |
| Full or part time | |  | |
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| Position Held | |  | |
| Name of Institution | |  | |
| Address | |  | |
| From | |  | |
| to | |  | |
| Responsibilities and Achievements | |  | |
| Salary and Benefits | |  | |
| Full or part time | |  | |
| **Gaps in Employment**  Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education. | | | | |
| Date From | Date To | | Reason | |
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| **Referees**  One of these should be your present or most recent employer. Please do not name relatives or people acting solely in their capacity as friends as referees. | | | |
| --- | --- | --- | --- |
| **Referee 1** | | | |
| Title |  | | |
| Name |  | | |
| Occupation |  | | |
| Employer Name |  | | |
| Address |  | | |
| Telephone Number: |  | | |
| Email Address |  | | |
| In what capacity do you know the referee |  | | |
| Period Known (years) |  | | |
| Contact Preferences  (Please signify preference with Y) | Contact referee at any stage | Contact referee if I am shortlisted | Contact me for approval |

| **Referee 2** | | | |
| --- | --- | --- | --- |
| Title |  | | |
| Name |  | | |
| Occupation |  | | |
| Employer Name |  | | |
| Address |  | | |
| Telephone Number: |  | | |
| Email Address |  | | |
| In what capacity do you know the referee |  | | |
| Period Known (years) |  | | |
| Contact Preferences  (Please signify preference with Y) | Contact referee at any stage | Contact referee if I am shortlisted | Contact me for approval |

| **Education and Qualifications** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Institution | Duration | | Courses/Subjects Taken and Examinations Results or Award and Date | | | |
| From | to | Qualification | Subject(s): | Grade | Date |
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| **Interests and Activities**  Please provide details of any relevant interests or activities. |
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| **Supporting Statement**  Please add a supporting statement, detailing your reasons for applying for the job, what makes you suitable, and any key experience you have that fits the specifications. |
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| **Declarations**  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. | |
| --- | --- |
| **Please answer the following questions:** Please answer YES or NO below: | |
| 1.Do you have any unspent conditional cautions or convictions under the Rehabilitation Of Offenders Act 1974?  2.Do you have 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)? | 1.YES / NO  2.YES / NO |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered 'YES' to the above and are called to interview, please provide further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'. | |