|  |  |
| --- | --- |
|  | APPLICATION FORMSCHOOL SUPPORT STAFF POSTSCONFIDENTIAL |

|  |
| --- |
| **Data Protection Notice:**Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:* **You have given us your consent**
* **We must process it to comply with our legal obligations**

For more information on how we use your personal data please refer to our Data Protection Policy which can be found on Our Policies section of our website [www.blenheim.surrey.sch.uk](http://www.blenheim.surrey.sch.uk). Alternatively, a hard copy can be provided on request. Please ensure you complete all sections of Part 1, 2 and 3 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form. The form should be completed in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. **CVs** cannot be accepted as a valid application. |
| Please return your completed form to: | **Blenheim High School**Longmead RoadEpsomSurrey KT19 9BH or via emailrecruitment@blenheim.surrey.sch.uk  |

PART 1: INFORMATION FOR SHORTLISTING AND INTERVIEWING

|  |
| --- |
| **Details of Post Applied For:** |
| Vacancy Job Title |  |
| Vacancy Reference Number (if any) |  |
| Where did you hear about this vacancy? |  |
| Please confirm the date you would be able to start work |  |
| Forename |  |
| Surname or Family Name |  |

|  |
| --- |
| **Education and Qualifications:** |
| Please also include any relevant professional qualifications. |
| Name of Institution (e.g. School, College or University) | Dates Attended | Courses/Subjects Taken and Examinations Results or Award |
| From (month/year) | To (month/year) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Professional Development:** |
| Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. |
| Course Title | Course Provider | Dates Attended | Award (if any) |
| From (month/year) | To (month/year) |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies:** |
| Please give details of any relevant professional bodies to which you belong. |
| Name of professional body | Membership Status | Date Membership Commenced |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Employment History:** |
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

| Employer’s Name and Address | Dates Employed (month/year) | Position Held | Salary and Benefits | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
|  **Periods When Not Working:** |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. |
| Date From (month/year) | Date To (month/year) | Reason |
|  |  |  |

|  |
| --- |
| **Statement of Application:** |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:* The reasons why you are applying for this post;
* The personal qualities and experience that you feel are relevant to your suitability for the post;
* Key responsibilities and achievements in your present or most recent job which are relevant to this application;
* Details of any relevant interests or activities.
 |
|  |

|  |
| --- |
| **Referees:** |
| * References will only be sought for shortlisted candidates.
* The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
* If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. (if you are a serving Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body.)
* If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
* Please do not name relatives or people acting solely in their capacity as friends as referees.
* **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**
 |
| **Referee 1** | **Referee 2** |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Fax Number |  | Fax Number |  |
| Email Address |  | Email Address |  |
| In what capacity do you know the referee? |  | In what capacity do you know the referee? |  |
| I consent to this reference being requested prior to interview. | ☐ Yes☐ No | I consent to this reference being requested prior to interview. | ☐ Yes☐ No |

THIS PAGE IS INTENTIONALLY BLANK

PART 2: PERSONAL INFORMATION

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection processes.

|  |
| --- |
| **Personal Details:** |
| Title |  | First Names |  |
| Surname |  | Previous Surname(s) |  |
| If you prefer to be called by a name not listed above, please specify: |  |
| Address |  |
| Postcode |  |
| Contact Details | Please only include contact numbers or email addresses that you are happy for us to use. |
| Daytime Contact Number: |  |
| Evening Contact Number: |  |
| Mobile (if different): |  |
| Email Address: |  |
| National Insurance Number |  |
| Do you currently have the right to work in the UK? | YES | NO | If no, please specify your circumstances below: |
|  |

|  |
| --- |
| **DBS, Recruitment Checks & Declarations:** |
| The School is legally obligated to process and enhanced Disclosure and Barring Service [DBS] check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 [Exceptions] Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a check against the Childrens Barred List.This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are offered the post you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare **any** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred and including those regarded as ‘spent’, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School’s privacy notice. |
| **Please answer the following questions:** | Please answer YES or NO below: |
| Do you have a DBS certificate? |  |
| If ‘Yes’, please enter date of check and certificate number: |  |
| Have you lived or worked outside of the UK in the last 5 years? ***If you have lived or worked outside of the UK in the last 5 years, the School may contact you to obtain additional information in order to comply with ‘safer recruitment’ requirements.*** |  |
| Have you **ever** received a conviction, caution or bind-over **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you? |  |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)? |  |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**If you have answered ‘YES’ to either of the above questions, please provide **further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.** |

| **Declaration of Relationships:** | Please answer YES or NO below: |
| --- | --- |
| Are you related to, or have a close personal relationship with, any elected member or senior officer of Surrey County Council or a member of staff or governor of the appointing school? |  |
| If yes, please provide below his/her name and role, and state your relationship: |
|  |

|  |
| --- |
| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. |
| Signature of Applicant |  | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview. |
| **Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification.****Retention of Application Forms:** It is the School’s policy to retain all application forms, including for unsuccessful applicants, for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑  |

THIS PAGE IS INTENTIONALLY BLANK

|  |
| --- |
| PART 3: EQUALITY MONITORING FORM |
| The School has a duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below. This information will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.  |
| Post Applied For: |  | Where did you see this post advertised? |  |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank or tick the box ‘prefer not to say’.*** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  |  |  |  |  |  |
| **Gender** | **MALE** | **FEMALE** | **OTHER** | **PREFER NOT TO SAY** |
|  |  |  |  |

|  |
| --- |
| **Are your day-to-day activities significantly limited because of a health problem or disability, which has lasted or is expected to last at least 12 months?** |
| **YES** | **NO** | **PREFER NOT TO SAY** |
|  |  |  |

**If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ☐ Physical impairment | ☐ Sensory impairment | ☐ Learning disability/difficulty | ☐ Long-standing illness | ☐ Mental health condition | ☐ Developmental condition | ☐ Other |

| **Disability & Accessibility:** |
| --- |
| The School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |
|  |

|  |  |  |
| --- | --- | --- |
| **Ethnicity****White**☐British English Welsh Northern Irish Scottish☐ Irish☐ Traveller of Irish heritage☐ Gypsy/Roma☐Any other White background**Asian or British Asian**☐Bangladeshi☐Indian☐Pakistani☐Chinese☐Any other Asian background | **Black or Black British**☐African☐Caribbean☐Any other Black background**Mixed**☐White and Asian☐White and Black African☐White and Black Caribbean☐Any other mixed background | **Other Ethnic groups**☐Arab☐Any other ethnic group |

|  |  |  |
| --- | --- | --- |
| **Religion or Belief**☐No Religion☐ Christian (including Church of England, Catholic, Protestant and all other Christian denominations)☐ Buddhist☐ Hindu☐ Jewish☐ Muslim☐ Sikh☐Chinese☐Any other religion | **Sexual Orientation**☐ Bi-sexual☐ Homosexual☐ Lesbian☐ Heterosexual☐ Other | **Gender**☐ Male☐ Female☐ Transgender☐ Gender Neutral☐ Other |