

**APPLICATION FOR EMPLOYMENT – SUPPORT STAFF**

Please either complete this form clearly in black ink or it may be submitted online. **A cv should not be submitted in place of the completed form.** A letter in support of your application should be attached. Please relate your experience to the requirements of the post and the details given in the person specification. You should read the enclosed Recruitment, Selection and Disclosure Procedure before completing this form.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| **POST APPLIED FOR** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** (block capitals | **Previous surname** (if applicable) |
| **Title** (Mr, Ms, Mrs, Miss, Dr etc) | **Other names in full** |

|  |  |
| --- | --- |
| **Address** | **Telephone numbers:** |
|  | **Home** |
|  | **Work** |
|  | **Mobile** |
| **Post code** | **E-mail** |
| **Nationality** |
|  |
| **National Insurance Number** |

**FULL TIME EDUCATION**

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| **Secondary schools attended with dates** |
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**Examination results, including grades**

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| --- | --- | --- | --- |
| **Subject/level** | **Grade** | **Subject/level** | **Grade** |
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**University or other institution attended, with dates, and class of degree/qualification awarded.**

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| --- | --- | --- | --- |
| **University/College** | **Dates** | **Subjects** | **Degree or certificate awarded** |
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**TRAINING AND DEVELOPMENT**

**Please provide details of any relevant training you have undertaken in the last 3 years.**

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|  **Details** |  **Dates** |
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**CURRENT EMPLOYMENT**

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| **Post held** |
| **Employer** |
| **Address** |
| **Full or part time** | **Date appointed** |
| **Current salary/responsibility point** | **Notice required to terminate** |
| **Outline of current duties** |

**PREVIOUS EMPLOYMENT**

**Please list your full time and part time occupations, starting with the most recent (please continue on a separate sheet if necessary).**

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| --- | --- | --- | --- | --- | --- |
| **Name of Employer** | **Post held** | **Dates (Month & Year** | **Salary grade** | **FT/ PT** | **Reason for leaving** |
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**INTERESTS** (eg music, sports, etc)

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**REFEREES** Please supply names and contact details of two people whom we may contact for references. One of them **must be** your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references on all shortlisted candidates before interview.

**Do you object to these referees being contacted before an interview? YES / NO** Please circle your answer.

|  |  |
| --- | --- |
| **Name** | **Name** |
| **Status/position** | **Status/position** |
| **Address** | **Address** |
|   |   |
| **Telephone** | **Telephone** |
| **Email** | **Email** |

**DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN**

Due to 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 (Exemptions) Order 1975 as amended by the (Exceptions) (Amendment) Order 1986, and will require a DBS check to be undertaken. You are required to disclose any information you may have regarding any convictions against yourself regardless of when they occurred (which would otherwise be considered as “spent” in relation to this application). Any such information will be treated in strictest confidence and used only in consideration of the suitability of your application.

Have you ever been the subject of any investigation or enquiry into abuse or other inappropriate behaviour, or been convicted of a criminal offence?

If YES please give details on a separate sheet. YES NO

**Canvassing, either directly or indirectly will disqualify a candidate from appointment**.

**DECLARATION**

* **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
* **I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to any sanctions imposed by a regulatory body.**
* **I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.**
* **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
* **I consent to the School processing information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.**
* **I consent to the School making direct contact with the people specified as my referees to verify the reference.**
* **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.**

Signed ………………………………………………………… Date ………………………………….

The information you have provided is required for selection and employment purposes. For further information regarding the use of your personal information, please visit: <https://www.manchesterhigh.co.uk/privacy-policy>