

APPLICATION FORM  
**Customer Service Assistant**

Wellingborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). ***All sections must be completed fully****.* ***Uncompleted applications will not be shortlisted and may be returned for completion****. You may also include a CV with your application, but only in addition to this form, not as an alternative. Please note that prior to appointment candidates will be required to provide certification to authenticate qualifications.*

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname |  | |
| Previous Surname |  | |
| Forename(s) [please indicate preference to be known as] |  | |
| Address: |  | |
| Email address: |  | |
| Tel no\*: | Day: | Evening |
| \*Day time calls will be discreet and only to make an appointment | | |

Date moved to this address:

*(Please supply details of all addresses at which you have lived for the past five years, using a separate sheet of paper if necessary)*

|  |  |
| --- | --- |
|  |  |

Teacher Reference Number (if applicable):

Where did you hear about this vacancy?

##### EDUCATION & QUALIFICATIONS

Please supply a full history in chronological order (with start and end dates) of all examination results, training and further education.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/College/University** | **Start** | **Finish** | **Subject** | **Qualification** | **Grade** |
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|  |  |  |  |  |  |

Please continue on separate sheet if required.

**EMPLOYMENT HISTORY**

Please supply a full history in chronological order (with start and end dates) of employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment or self-employment.

|  |  |  |
| --- | --- | --- |
| **Employer and role** | **Start and finish dates** | **Basic Duties and reason for leaving** |
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**REFERENCES**

Please provide at least two referees. One referee should be your 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. **Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

|  |  |  |
| --- | --- | --- |
|  | **First** | **Second** |
| **Name:** |  |  |
| **Job Title:** |  |  |
| **Address:** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Telephone Number:** |  |  |
| **Email Address:** |  |  |

Are there any circumstances relating to the above referees of which the School should be aware?

**EXISTING CONTACTS WITH THE SCHOOL**

Please indicate in your covering letter if you know any existing employees or governors at the school, and if so how you know them.

**OUTSIDE INTERESTS:** Please give brief details.

**DATE AVAILABLE TO COMMENCE WORK:**

**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.

Wellingborough School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs which would not be filtered in line with current guidance must be declared. If you have a criminal record, this will not automatically debar you from employment, each case will be assessed on its own merits. If you have any convictions, have received a caution, reprimand or final warning; or you have a pending court action, please provide details on a separate sheet and send in a sealed envelope marked ”Confidential” with your application form.

**RECRUITMENT**

It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

All new appointments within Wellingborough School are subject to a probationary period.

If your application is successful, the School will retain the information provided in this form (together with any attachments) and evidence of pre-employment checks on your personnel file. If your application is unsuccessful, all documentation relating to your application (including electronic forms) will normally be confidentially destroyed after six months.

**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 sanctions imposed by a regulatory body, whether of the UK or any other country.
* 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.
* I confirm that I have the Right to Work in the UK in accordance with the Asylum and Immigration Act 1996.
* 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 the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
* I understand that the information given to Wellingborough School in this form will be processed only by Wellingborough School for recruitment and monitoring purposes. I also authorise Wellingborough School to retain this form and the information in it on my file if I am successful in my application and for such time as I am an employee of Wellingborough School and for up to seven years after the end of my employment. Otherwise I acknowledge that this form will only be retained by Wellingborough School for so long as it is required in connection with my application. By signing this consent, you give us your express consent to retain and process all the information contained in this form.
* I consent to the school making direct contact with the people specified as my referees to verify the reference. I authorise Wellingborough School to obtain references to support this application and release the organisation and referees from any liability caused by giving and receiving information.
* I understand that if my application is successful I will be required to complete a medical questionnaire appropriate to the role.

Signed by Applicant ……………….......................................... Date: ........................................

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.

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

*Please return this form with a covering letter in support of your application highlighting your personal qualities and experience that you believe are relevant to your suitability for the post advertised and describe how you meet the person specification.*

The Human Resource Department,

Wellingborough School,

Northamptonshire.

NN8 2BX ; Telephone: 01933 222427

Email: recruitment@wellingboroughschool.org