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| **HALSTEAD PREPARATORY SCHOOL**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Woodham Rise, Woking, Surrey GU21 4EE | | |
| **Support Staff Application Form**  Please complete and return to the Headmistress, together with a handwritten covering letter indicating your interest in, and suitability for, this post. | | |
| **Position applied for:** |  | |
| **Personal details** | | |
| **Full Name** (including title, first name and surname, underlining the names by which you like to be known): |  | |
| **Former surnames:** |  | |
| **Nationality:** |  | |
| **Current address (including postcode):** |  | |
| **Telephone number:** | Home: | Mobile: |
| **Email:** |  | |
| **Previous address(es)** (if resident at current address for less than 5 years please provide any previous addresses during this period, including dates): |  | |

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| Do you hold a current enhanced child workforce DBS Certificate? | Yes/No |
| Do you have the DBS Update Service in place? | Yes/No |
| Do you need a work permit for permanent employment in the UK? | Yes/No |
| Do you hold a full UK driving licence? | Yes/No |

**EDUCATION**

**Secondary education and Examination results** (Please show schools and dates).

*Please use a separate sheet if necessary*

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| **School** | **Dates** | **Examination results, with grades** | **Date of award** |
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**Further Education and Qualifications:**

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| --- | --- | --- | --- |
| **University/**  **College** | **Dates** | **Qualification** | **Date of award** |
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**Professional Development:**

Please give details of any Professional Development undertaken within the last 2 years:

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| **Training/course** | **Training/course provider** | **Date(s)** | **Date of award** ( if applicable |
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**CAREER HISTORY**

**Current Post:**

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| --- | --- |
| **Position:** |  |
| **Date started:** |  |
| **Employer’s name and address:** |  |
| **Current/Last salary** (position on National Pay Scale, if appropriate) |  |
| **Brief job description:** |  |
| **Notice Period required:** |  |

**Previous Posts:**

Please supply a full history in chronological order (with start and end dates), of all previous employment, self-employment and any periods of unemployment since leaving education. Where appropriate provide explanations for any periods when not in employment and in each case the reasons for leaving employment.

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| **Employer** | **Position** | **Brief description of role** | **Dates** | **Reason for leaving** |
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**EXISTING CONTACTS WITHIN THE SCHOOL**

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| --- | --- |
| **Please indicate if you know any existing employees or anyone associated with the School and, if so, how you know them.** |  |

**LEISURE INTERESTS**

|  |  |
| --- | --- |
| **Please list your personal interests/ achievements** |  |

**REFERENCES**

Please provide the names and contact details of 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 the School will not accept references from relatives or referees writing solely in the capacity of friends. Please be advised that we may approach referees prior to interview.**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Telephone number:** |  |
| **In what capacity do you know the referee:** |  |
| **Can we contact this referee now for a reference?** | **Yes/No** |

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Telephone number:** |  |
| **In what capacity do you know the referee:** |  |
| **Can we contact this referee now for a reference?** | **Yes/No** |

**DECLARATION – ALL QUESTIONS MUST BE ANSWERED ‘YES’ OR ‘NO’**

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| **1** | **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.** | |
| **2** | **Have you ever been convicted of a criminal offence?**  *(If so, give details: note that ‘spent’ convictions must also be declared). Although the DBS check will confirm the position, you should take this opportunity to advise us of any offences. Please list dates of any convictions in a sealed envelope marked ‘confidential’.* | **Answer:** |
| **3** | **Have you ever received a caution or bind-over?**  *Please list details of any cautions or bind-overs in a sealed envelope marked ‘confidential’.* | **Answer:** |
| **4** | **Have you ever been dismissed, or forced to resign, from any previous employment?**  *If so please give details* | **Answer:** |
| **5** | **Have you been party to a compromise agreement in this or any previous employment?** | **Answer:** |
| **6** | **Do you suffer from any medical condition which may prevent you from giving effective, continuous service at Halstead Preparatory School?**  *If so, please give details.* | **Answer:** |
| **7** | **I have not been disqualified from working with children, am not named on the ISA Barred List/DfE List 99 or the Protection of Children Act List, and am not subject to any sanctions imposed by a regulatory body, such as the Teaching Agency.** | |
| *All offers of employment are made on the basis of the information provided in this application and by signing it you declare the information is complete and true.* | | |

**Signature: ……………………..……………….. Date: …………………………….**

**HALSTEAD PREPARATORY SCHOOL**

**APPLICATION & RECRUITMENT PROCESS – EXPLANATORY NOTES**

**Safeguarding Statement**

Halstead is committed to ensuring the best possible environment for the children in its care. Safeguarding and promoting the welfare of children is our highest priority, the school aims to recruit staff who share and understand our commitment. All staff will be required to undergo relevant safeguarding checks and training if successfully appointed.

**Equalities Statement**

The school is an equal opportunities employer and complies with its obligations under the Disability Discrimination Act 1995 and the Equalities Act 2010. All queries on the School's Application Form and recruitment process should be directed to the Headmistress.

**Data Protection Notification for Job Applicants**

Our contact details are Halstead Preparatory School, Woodham Rise, Woking, GU21 4EE and [hmpa@halstead-school.org.uk](mailto:hmpa@halstead-school.org.uk)

When you apply for a job at Halstead Preparatory School we collect the following personal data from you: name, addresses, contact details, educational history and qualifications, employment history, leisure interests, criminal offences, declarations, referees.

Our purpose is for recruitment and selection of staff.

Our legal basis is that our purpose is also a legitimate interest.

We retain the data for six months after the interview process has completed, unless you are successful when we keep the information for 10 years after your role ceases at Halstead apart from information which may be relevant to historic safeguarding claims.

You have qualified rights to access, rectify and erase your personal data, and to restrict or object to processing and to make your data portable. You have the right to complain to a Supervisory Authority (e.g. The Information Commissioner’s Office).