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| **HOLMER GREEN SENIOR SCHOOL**  **APPLICATION FORM (Support Staff)** |  |

PLEASE COMPLETE USING BLACK INK OR TYPE

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| APPLICATION FOR THE POST OF: | | |  |
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| SURNAME:  TITLE: | **FORENAME(S)****:**  Please give details of any previous surnames: | | |
| ADDRESS FOR CORRESPONDENCE:    **POSTCODE:**  E-MAIL ADDRESS: | **TELEPHONE NUMBERS**  HOME:  WORK:  May we contact you at work? Yes/No  MOBILE:  NATIONAL INSURANCE NUMBER: | | |

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| Employment History | |
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| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name & address of employer:    Nature of business: | Job title and summary of main duties:    **Are you still** **currently employed by this organisation?**: |
| Date of appointment: dd/mm/yyyy | **Salary Scale and Current Salary****:** |
| Reasons for leaving (If applicable): | **Notice required:** |

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| PREVIOUS EMPLOYMENT  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **Employer’s name and address** | **From**  **month / year** | **To**  **month / year** | **Job title and summary of main duties** | Reasons for leaving |
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| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | |

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| **For staff who have worked/lived abroad** | | |
| Have you lived or worked outside the UK? | Yes/No | |
| If yes, please complete: | Dates: | From:  To: |
| Type of employment: |  |
| Country(ies) worked in: |  |

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| Qualifications and training | | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. | | | | |
| **School, College, University** | **Examination, course**  **(with dates)** | **From** | **To** | **Result/Qualifications gained** |
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| INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned. | | | | |
| **Course Title** | Provider | | **Duration** | **Dates** |
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| References | | | | | |
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| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5 year consecutive period. It is the normal practice for references to be obtained before any formal interview.  In order to comply with data protection laws, we need your consent when obtaining employment references about you. Please indicate below whether or not you give such consent to our contacting the referees you have indicated in your application form.  We would like to obtain references so that we may gather information from those who have previously employed you on your performance. We will use the information when making decisions about your suitability for the role you have applied for.  You may withdraw your consent at any time by contacting Ali McKee, PA to Headteacher  Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| If you were known to either of your referees by another name please give details: | | | | | |
| **1st Referee** | **If this is your current employer please confirm that we can contact before interview.** Yes/No |  | **2nd Referee.** |  |  |
| **Name:** |  |  | **Name:** |  |  |
| **Position:** |  |  | **Position:** |  |  |
| **Address:** |  |  | **Address:** |  |  |
| **E-mail address:** |  |  | **E-mail address:** |  |  |
| **Tel:** |  |  | **Tel:** |  |  |
| In what capacity does the above know you? | | | In what capacity does the above know you? | | |

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| Achievements, personal qualities and skills |
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| Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.  Please continue, if necessary, on a further sheet, which must be attached securely to this form. |

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| Additional Information | |
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| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK?   The school/trust will require the candidate to provide evidence of their right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. Please follow this link to the guidance from the Department of Education for the candidate’s information <https://www.gov.uk/guidance/recruit-teachers-from-overseas> | Yes/No |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | Yes/No |
| If so, please give details: |  |
| 1. Do you hold a full current driving licence? | Yes/No |
| 1. Are you able to travel to different locations across the County? | Yes/No |
| 1. Have you ever been subject to any disciplinary action by your employer or professional body? | Yes/No |
| If yes, please give details |  |
| 1. Are you a relative or partner of any County Councillor, employee of this authority and/or school governor? | Yes/No |
| If yes, please state name of person and relationship: |  |
| 1. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview: |  |
| 1. Where did you see the advertisement for this post? Please circle: TES; Bucks Herald; Guardian; Bucks Free Press; Community Care; Buckinghamshire Advertiser; BCC Job website; careers fair; other local press; other national press; other trade press; other website |  |

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| Criminal Convictions – Rehabilitation of Offenders Act 1974 |
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| **It is an offence for an individual to attempt to engage in regulated activity (working with children) if they are barred. As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.**  **As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out an enhanced DBS check in order to determine your suitability for the role.**  **Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.**  **We will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.**  **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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and on the websites of charities NACRO and UNLOCK**  PLEASE SEE OUR WEBSITE FOR OUR SAFEGUARDING POLICY AND RECRUITMENT OF EX-OFFENDERS POLICY:  [HGSS.CO.UK](http://WWW.HGSS.CO.UK)  **The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.**  **Declaration for applicants into Regulated Activity with Children and Young People:**  **Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation?**    **Yes No**  **Are you the subject of the Prohibition Order? Yes No**  **Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 (relevant only for caring for children under age 8)? Yes No**  **Declaration for applicants into Regulated Activity with Adults (for posts within Special Schools only):**  **Have you been barred from working with adults by the DBS, ISA or any other organisation? Yes/No**  **Signed: Date:** |

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| **Online Checks of Applicants** |
| the Trust will conduct online searches after shortlisting but before interview, explaining the purpose of online searches, and making it clear that no recruitment decision would be made solely on the basis of an online search and that all relevant information uncovered will be discussed with the applicant at interview. It should make it clear that all online searches will be conducted by individuals not involved in any other aspect of the recruitment process and that no irrelevant information uncovered will be provided to the staff responsible for Applicants that should be rejected succeeding in securing an interview and potentially being employed which could be unsafe. We recommend that the Trust ensure that the in the template for their application form there is a section providing applicants with information about online searches and the fact they will likely be conducted.  Observation Risk Recommendation Audit Area scope / control objective – Recruitment and Induction  interviewing the job applicant. It should state that all candidates will be treated consistently and the same online search will be undertaken for all shortlisted candidates, with information of what that will be.  The School will conduct online searches after shortlisting but before interview. No recruitment decision will be made solely on the basis of an online search. Any relevant information that is uncovered will be discussed with the applicant at interview. Online searches will be conducted by individuals not involved in any other aspect of the recruitment process |

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| Declaration | |
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| I agree that any offer of employment with Holmer Green Senior School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Holmer Green Senior School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.  This School is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the General Data Protection Regulations 2018.  Please see our [Privacy Notice here](file:///\\srv09.hgss.local\staffhome$\barberl\Documents\1POLICIES\POLICIES\Privacy%20Notice%20for%20Staff%20January%202019.pdf)  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the school | |
| **Signed:** | **Date:**      /     / |
| Please note, you will be asked to sign this form if you are invited to an interview. | |

Please note, you will be asked to sign this form if you are invited to an interview.

Please return by post to: The Headteacher

Holmer Green Senior School

Parish Piece

Holmer Green

High Wycombe

Bucks Hp15 6SP

or by email to: [mckeea@holmer.org.uk](mailto:mckeea@holmer.org.uk)

Please complete the Recruitment Monitoring information. Application form updated April 2018.

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|  | Recruitment Monitoring |  |  |
| Holmer Green Senior School operates a Equalities Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.  The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.  The information you give is confidential and is used for monitoring purposes only. | | | |
| **Application for the post of****:** | | | |
| **Job reference no****:** | | | |
| **Full name****:** | | | |
| **Gender** (please select as appropriate) Male/Female | | | |
| **Date of birth:** dd/mm/yyyy | | | |
| Do you consider yourself to have a disability? Yes/No/Not answered | | | |
| If yes, what is the nature of your disability?  We are working to implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.  Do you wish to take part in this scheme? Yes/No | | | |
| Please complete the reverse of this section | | | |

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| **Religion**  These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box. | | | | | |
| Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion  Other  Not answered | | | |  | |
| How would you describe yourself?  These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. | | | | | |
| **Please tick the appropriate box to indicate your cultural background:** | | | | | |
| White British |  | | | | |
| White Irish |  | | | | |
| White Other |  | | | | |
| White and Black Caribbean | | | | |  |
| White and Black African | | | | |  |
| White and Asian | | | | |  |
| Mixed Other | | | | |  |
| Indian | |  | | | |
| Pakistani | |  | | | |
| Bangladeshi | |  | | | |
| Asian Other | |  | | | |
| Black Caribbean | |  | | | |
| Black African | |  | | | |
| Black Other | |  | | | |
| Chinese | | |  | | |
| Chinese Other | | |  | | |
| Other Ethnic Group | | |  | | |
| Not Stated | | | | | |