



APPLICATION FORM FOR A SUPPORT STAFF POSITION

A cover letter of application should accompany this form and should give reasons why you are applying for this post. It should outline aspects of your experience and give details of any particular achievements or distinctions which you consider relevant to this post.

Please complete using black ink or type.

Application for the post of:	
Title and Last Name/Family Name:	
Previous Last Name:	
First Names:	

This form should be accompanied by a brief covering letter, which outlines the candidate's background and reasons for applying. The letter can also include any details which the candidate feels are relevant but not sufficiently covered in the application form

Miss Susan Allison
Bursar
Bronte School
Mayfield
7 Pelham Road
Gravesend
Kent DA11 0HN

Tel: 01474 533805

E-mail: susan.allison@bronteschool.co.uk

SOME GUIDELINES TO HELP YOU...

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. **Please carefully read the job description and person specification before completing this form**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

General Information About You

Home Address

Address for communications (if different)

Telephone No.
Home:

Alternative Telephone
No:

May we contact you here? Yes ☐ No ☐

May we contact you here? Yes ☐ No ☐

E mail Address:

Do you have a current full UK driving licence Yes/No

National Insurance Number

(You can obtain this information from the Department of Social Security)

--	--	--	--	--	--	--

If you are successful, when could you start this job?

Employment

Present or most recent employment details.

Name and Address of Employer:

Job Title:

Salary:

Date started:

Date of leaving
(if applicable)
and reason for
leaving

Main duties and responsibilities: Please use a separate page if necessary

Qualifications Achieved from Secondary, Higher and/or Further Education

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

Previous Employment:

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held	Reason for leaving

--	--	--	--

Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

--

Your Health

Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

Right to work

If appointed, you will be required to produce documentary evidence of your right to live and work in the UK before you take up the post.

Do you need a work permit to be employed in the UK? Yes ☐ No ☐

Referees

Give details of two people to whom you are **not related** and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

Reference 1

Name:

Relationship to
you

Address:

Email Address:

Tel. No:

Reference 2

Name:

Relationship to
you:

Address:

Email address:

Tel. No:

Please be aware that we will contact your current employer for a reference if you are called for interview.

If you would rather we did not do this, please contact Miss Allison, Bursar

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exemptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Details of any relevant cautions or convictions:

--

Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

--

Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of, an applicant's application; or
- we have serious concerns about an applicant's suitability to work with children.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the General Teaching Council for England, or the Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.