



Radnor House  
— SEVENOAKS —

## CONFIDENTIAL SUPPORT STAFF APPLICATION FORM

Please print in black ink or word process when completing this form.

**ALL FIELDS MUST BE COMPLETED FOR YOUR APPLICATION TO BE PROCESSED.**

1.

Application for  
the position of:

2.

Last  
Name

First Names

Title

Any Previous Last Names

Address

  

Post Code:

Daytime tel. no.

Evening tel. no.

Email:

Driving Licence?

**Have you a valid UK driving licence?**

YES / NO

Current First Aid?

**Do you have a current First Aid Certificate?**

YES / NO

Have you the right  
to work in the UK?

**Have you the right to work in the UK?**

YES / NO

3. Education (Secondary, Further / Higher)

| Establishment (name and town)            | From<br><i>(include months)</i> | To<br><i>(include months)</i> | Qualifications / Grade / Date awarded |
|--|---------------------------------|-------------------------------|---------------------------------------|
| <br><br><br><br><br><br><br><br><br><br> |                                 |                               |                                       |

**4. Job related training** (include membership of professional institutes, vocational and non-vocational courses)

| Institute / Courses studied | From<br><i>(include months)</i> | To<br><i>(include months)</i> | Standard or level achieved and date awarded |
|-----------------------------|---------------------------------|-------------------------------|---|
|                             |                                 |                               |   |

**5. Employment history**

If this is going to be your first job after leaving school or College you may wish to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

**Current employer**

Employer's name/dept

Address

Post held  Date appointed

Notice period

**Previous experience** (most recent employer first). **Please include details of gaps in employment here. Please attach continuation sheets if necessary.**

| Employer's name and type of business | Post held | Date          |      |             |      | Reason for leaving |
|--------------------------------------|-----------|---------------|------|-------------|------|--------------------|
|                                      |           | From<br>Month | Year | To<br>Month | Year |                    |
|                                      |           |               |      |             |      |                    |
|                                      |           |               |      |             |      |                    |
|                                      |           |               |      |             |      |                    |
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**6. Reasons for applying for this position**

**7. Experience and personal skills**

**Please give details of all your experience, skills, and abilities relevant to the position applied for.**

If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg Parent Governor, play school assistant, committee member, VSO, Treasurer of a club, CAB volunteer etc.

**8. Additional relevant interests** (Such as membership of any club, leisure activities and hobbies)

**9. Confidential References (Please ensure your referees know this reference is being requested)**

Please give details below of two people who can provide information that will confirm your suitability for this position.

**Your nominated references should include your current or most recent employer followed by your previous employer.**

References will be contacted prior to interview unless marked with an 'X' below. Current or previous employers will be asked about disciplinary offences relating to children and any child protection concerns.

**Please mark X against a referee you do not want us to contact at this stage of your application**

|  |
|--|
| <b>(1) Present (or most recent) Employer</b> |
| Name   |
| Address                                      |
| Tel No                                       |
| Email address                                |
| Position                                     |

|                              |
|------------------------------|
| <b>(2) Previous employer</b> |
| Name                         |
| Address                      |
| Tel No                       |
| Email address                |
| Position                     |

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**10. Where did you see the advertisement for this position?**

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|  |
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**11. Further information and declaration**

|        |                      |                       |                      |
|--------|----------------------|-----------------------|----------------------|
| Salary | <input type="text"/> | Grade (if applicable) | <input type="text"/> |
|--------|----------------------|-----------------------|----------------------|

|                  |                      |
|------------------|----------------------|
| Other allowances | <input type="text"/> |
|------------------|----------------------|

|                           |                      |
|---------------------------|----------------------|
| National insurance number | <input type="text"/> |
|---------------------------|----------------------|

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Would you require sponsorship (previously a work permit) to take up this position | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

Canvassing in any form may disqualify you from employment. If you have a direct relationship with the Proprietor, or a member of the Board of Directors or a senior employee of Radnor House Sevenoaks, please state their name(s) and the nature of the relationship.

|  |
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**Please note, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form, I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

**Please return the completed Application Form and the Equal Opportunities Monitoring Form to:**

**Frances Griffiths  
HR Manager  
Radnor House Sevenoaks  
Combe Bank Drive  
Sundridge  
Sevenoaks  
Kent  
TN14 6AE**

**Or Email it confidentially to: [fgriffiths@radnor-sevenoaks.org](mailto:fgriffiths@radnor-sevenoaks.org)**

Electronic Signature of  
Candidate at application

Date

Signature of Candidate at  
Interview if applicable

Date