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**Application for Employment – Support Staff**

Jobs working with Children and Vulnerable Adults

The Governing Body is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.

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| SECTION A | **Job Details** | |
| Job applied for: | |  |

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| SECTION B | **Personal Information** | | |
| Surname: | |  | |
| First Name: | |  | |
| What title do you use?(For e.g. Mr/Mrs/Miss/Ms/Dr): | |  | |
| Address (including post code): | |  | |
| **How may we contact you quickly:** | | **Daytime** | **Evening** |
| **Telephone Number:** | |  |  |
| **Mobile Number:** | |  |  |
| **Email Address:** This address may be used to contact you during the recruitment process. | |  | |

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| SECTION C | **Current or most recent Employment/Voluntary Work** | | | |
| Name and address of organisation: | | | **Job held:** | **Current Salary/Pay Rate:** |
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| **Date of appointment:** | **Length of notice:** |
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| **Brief summary of duties and responsibilities:** | | | | |
| **Are you currently in employment?**  **Yes No** | | **If no, please state the date when last employment ended and the reason:** | |  |

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| SECTION D | **Educational and Professional/Specialist Qualifications** | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, Degree)** | **Grade/Result received:** |
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| SECTION E | **Training relevant to this post.** (Please use an additional sheet if necessary) | | |
| **Name of Organisation:** | | **Name of specialist training courses:** | **Result received:** |
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| SECTION F | **Employment History** | | | | |
| **Please give details of your full employment history in date order starting with the most recent.**  **You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education, without any gaps.**  (Please use an additional sheet if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
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| **Please give details and reasons of any gaps in work history:** | | | | | |

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| SECTION G | **Application Details** |
| **With this application form you will have received a job description and person specification describing the skills and attributes we require for the job for which you are applying. Please use your covering letter to explain how and why you met the requirements for the role.** | |

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| SECTION H | **References** |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.  The person you name must hold a managerial or personnel position in that organisation and have access to your records.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to list the Headteacher of that organisation as one of your referees.  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **Please note that school reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply, and may be a condition of any offer of employment that we make.** | |

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| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **YES / NO** |

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| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **YES / NO** |

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| SECTION I | **Further Information** | |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK?   You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | **Yes No** |
| 1. Are you, to your knowledge, related to or have a close relationship with any Member, Director, Officer or School Governor of the Trust? | | **Yes No** |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfE, GSCC or been placed on List 99,   POVA or PoCA? | | **Yes No** |
| If you have answered 'yes' to questions 1, 2 or 3, please give details below: | | |
| 1. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are shortlisted for interview for this post you will be asked to provide certain information about any criminal record you may have. The process and limitations will be explained to you at the time. | | |

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| SECTION J | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.  I understand that any subsequent contract of employment with the Trust will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If application form is submitted via email, please tick box in lieu of signature.**  **If you lobby employees of the Trust, either directly or indirectly, in connection with your application you will be disqualified.** | |

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| **Data Protection Act 1998: Assurance of Fair Processing:** We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.  We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. |