**Support Staff Application Form**

Please read this application form carefully. Complete **all sections** of this form in full and insert additional rows or space as required or, if submitting a hard copy, by using A4 paper as continuation sheets. You may also attach a letter of application and a copy of your CV if you wish; however a CV cannot be accepted in place of a completed application form.

|  |  |
| --- | --- |
| **Position Applied For:** |  |
| **Closing Date (if known):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **First Name(s):** |  |
| **Previous Name(s):** |  | **Dates known as:** |  |
| **Address:** |  | **Telephone No (day)** |  |
| **Telephone No (Evening)** |  |
| **Postcode:** |  | **Mobile:** |  |
| **Email Address:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NI Number:** |  | **Notice Period:** |  |
| **Do you require a work permit to work in the UK?** |  | **Expected Salary:** |  |
| **Current Position:** |  | **Current Salary:** |  |

|  |  |
| --- | --- |
| **Have you lived overseas in the last 10 years:** *If yes please provide full details, including dates and location – if successful you will be asked to apply for the relevant overseas police check/certificate of good conduct.* |  |
| **Are you related to or do you hold a close relationship with an existing employee, volunteer or Governor of the school?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have a Valid UK Driving license?** | **Yes** [ ]  **No** [ ]  | **Can you drive a minibus?** | **Yes** [ ]  **No** [ ]  |
| **Where did you hear about this position?** |  | **If you have been referred by current Farleigh Staff please state their name:** |  |

|  |
| --- |
| **Education:** Please list all educational establishments you have attended as a student, state the qualifications gained and dates of attendance starting with the most recent: *Insert additional rows as required.* |
| **Establishment** | **Dates** | **Qualifications/Subjects** | **Grades/Class** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |
| --- |
|  **Professional Qualifications:** Please state all professional qualifications gained (Teaching and Non-Teaching). *Insert additional rows as required.* |
| **Establishment/Awarding Body** | **Dates** | **Qualification** | **Grades** |
|  |  |  |  |

|  |
| --- |
| **Employment Record:** Please supply your full work history, starting with your most recent employment and including the month and year of your start and end dates. If you have gaps in your employment please explain fully in the space provided. *Please insert additional rows as required.* |
| **Employer Name, Address and Dates of Employment** | **Position and Main Duties** | **Reason for Leaving** |
|  |  |  |
| **Start Date:** |
| **End Date:** |

|  |
| --- |
| **Employment Record Continued:** *Please insert additional rows as required.* |
| **Employer Name, Address and Dates of Employment** | **Position and Main Duties** | **Reason for Leaving** |
|  |  |  |
| **Start Date:** |
| **End Date:** |
|  |  |  |
| **Start Date:** |
| **End Date:** |
|  |  |  |
| **Start Date:** |
| **End Date:** |

|  |
| --- |
| **Gaps in Employment:** Please provide details of any gaps in employment record above. *Insert additional rows as required.* |
| **Start date** | **End Date** | **Reason for gap in employment** |
|  |  |  |

|  |
| --- |
| **Volunteering Record:** Please supply details of any volunteering positions you have held, starting with your most recent and including the month and year of your start and end dates. *Please insert additional rows as required.* |
| **Organisation** | **Volunteer Position and Main Duties** | **Reason for Leaving** |
|  |  |  |
| **Start Date:** |
| **End Date:** |

|  |
| --- |
| **References:** Please provide full details of a minimum of two referees, which cover at least the last 5 years of continuous employment/volunteer work. Where applicants are currently working within a school, one should be their current Headteacher or Principal or Bursar/Head of Operations for Support Staff. Those not currently working within education their current or most recent employer should be provided. References for shortlisted candidates will be obtained prior to interview. *Please note we cannot accept references from relatives of the applicant.* |
|  | **Referee 1** | **Referee 2** | **Referee 3** |
| **Name of referee:** |  |  |  |
| **Name of company/establishment:** |  |  |  |
| **Email address:** |  |  |  |
| **Telephone No:** |  |  |  |
| **Position/Relationship to you:** |  |  |  |
| **If shortlisted, can we contact prior to interview?** |  |  |  |

|  |
| --- |
| **Letter of Application and Supporting information:** Using the job description, advert and person specification please provide supporting information which clearly demonstrates your suitability for the position.  |
|  |

|  |
| --- |
| **Do you consider yourself disabled under the Equality Act 2010? *YES*** [ ]  ***/ NO*** [ ] *If YES, please give details of any reasonable adjustments that the company might need to consider in order to enable you to attend a possible interview and/or to carry out the job for which you have applied:* |
|  |

**Safeguarding**

Farleigh School is committed to safeguarding and promoting the welfare of children. Successful applicants must be willing to undergo the appropriate recruitment and background checks relevant to the post they are applying for including but not limited to checks with past employers, Prohibition and the Disclosure & Barring Service.

Applicants should also be aware that it is an offence to seek employment in regulated activity with children if you have been barred from doing so.

Shortlisted candidates will be asked to compete a self-declaration of any criminal record (or information that will make them unsuitable to work with children.) Self-declaration is subject to guidance on the disclosure of criminal records, and the criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs). The Confidential declaration can be found [here](https://www.farleighschool.com/staff-vacancies.php):

**Equal Opportunities:**

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.

**General Data Protection Regulations May 2018:**

I consent to my personal information being processed lawfully, fairly and in a transparent manner by the school for the administration of my application and if I accept employment with Farleigh School for the administration of my employment contract. The school’s privacy notice can be found [here:](https://www.farleighschool.com/cmsAdmin/uploads/2-10-privacy-notice-for-staff-volunteers-governors-and-job-applicants.pdf)

**Please tick the box to confirm understanding of the school’s privacy notice:**

I confirm that I have read and understood the school’s privacy notice that can be located above – [ ]

|  |
| --- |
| **Declaration:** |
| **Applicants may wish to refer to the school’s Child Protection and Safeguarding Policy which can be seen on the School’s website:** [**https://www.farleighschool.com/cmsAdmin/uploads/2-01-child-protection-and-safeguarding-policy-(1).pdf**](https://www.farleighschool.com/cmsAdmin/uploads/2-01-child-protection-and-safeguarding-policy-%281%29.pdf)***I understand that -*** * all appointments are subject to satisfactory references and a satisfactory medical examination if required by the school.
* 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’ unless they are subject to DBS filtering** must be declared.
* as the post for which I am applying will involve substantial access to children, an Enhanced check will be made through the Disclosure & Barring Service (DBS) to determine whether I have any record of convictions or cautions (including spent convictions that are not subject to DBS filtering).
* the school may conduct online social media search as part of the safeguarding checks.
* the school reserves the right to check on any of the details which I have provided in my application and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons or organisations for furnishing such information.
* if I am currently working with children, on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired (that is, for example, where a warning could no longer be taken into account in any new disciplinary hearing) and whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children but have done so in the past, that previous employer will be asked about these issues.
 |

|  |
| --- |
| **I hereby declare that all the information I have given on this form and in my letter of application is correct to the best of my knowledge and that I have declared all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, I understand that this would constitute grounds for dismissal.**  |
| **Signed:** | **Date:**  |

Please return completed application forms by email to the HR Manager at hr@farleighschool.com.