

Packwood Haugh

**EMPLOYMENT APPLICATION FORM**

**(Support Staff)**

**The information given on this form will be treated as STRICTLY CONFIDENTIAL**

*The School is legally required to carry out a number of pre-appointment checks which ae detailed in the School’s Safer Recruitment Policy. The information you are being asked to provide in this application form is required so that the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae (CV) will not be accepted in place of a completed application form.*

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| **GENERAL DETAILS** | |
| Applicant’s Surname: | Initials: |
| Job Title of position applying for: |  |

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| **1. PERSONAL DETAILS**  Please complete using block letters. | | | |
| Address: |  | | |
| Home Telephone No.: |  | Mobile Telephone No.:  (optional) |  |
| Work / Other Telephone No.: |  | Please indicate preferred contact number: | Home / work / other |
| Home Email Address: |  | Other Email Address: |  |
| National Insurance No: |  | Teacher DfE no:  (if applicable) |  |
| Are you legally eligible to work in the UK? | **YES / NO** |  |  |
| Do you require a work permit? | **YES / NO** |  |  |
| Do you hold a full current driving licence? | **YES / NO** | Do you have a category D1 on your licence? | **YES / NO** |

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| **2. ACADEMIC QUALIFICATIONS**  Please list in chronological order all secondary schools, further education and higher education institutions attended.  Please list all Post 16 Qualifications taken, together with the grades / class awarded. | | | |
| Date | | School / College / University | Post 16 Qualifications Obtained | Class / Grade awarded |
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| **3. PRESENT EMPLOYMENT**  If you are currently studying, please state 'student'. If you are currently unemployed, please state 'unemployed'. | |
| Job Title: |  |
| Employer’s Name: |  |
| Employer's Address: |  |
| Telephone No: |  |
| Date Started: |  |
| Current Salary:  (write n/a if a student) |  |
| Period of Notice: |  |
| Reason for leaving: |  |
| *Please list your duties and responsibilities. These can be developed within the covering letter.* | |

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| **4. PREVIOUS EMPLOYMENT**  Please supply, in chronological order, a full history of all previous employment, self-employment, or unemployment since leaving higher education, please also include any other activities such a voluntary work since leaving secondary education.  (Please continue on a separate sheet of paper if necessary) | | | |
| Dates | Employer's Name, Address, and Telephone Number | Job title and description of duties | Reason for leaving |

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| **4. PREVIOUS EMPLOYMENT continued**  Please supply, in chronological order, a full history of all previous employment, self-employment, or unemployment since leaving higher education. | | | |
| Dates | Employer's Name, Address, and Telephone Number | Job title and description of duties | Reason for leaving |

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| **5. GAPS IN EMPLOYMENT**  Please provide details of any employments gaps between leaving full-time education and your current role | | |
| Month/Year | Month/Year | Reason for Employment Gap |
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| **6. OVERSEAS LIVING / WORKING**  Please provide details of any periods, of 3 months or more, where you have lived or worked overseas | | |
| Month/Year | Month/Year | Country |
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| **7. PROFESSIONAL MEMBERSHIP** | | | |
| Date: | Name of professional body: | Grade / Level | Membership No |
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| **8. FURTHER DETAILS AND SUITABILITY**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience, and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.  You may also send an accompanying letter in support of this application form, please include any other areas which you have not been able to address fully in the application form. |
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| **9. REFEREES**  Please give details of at least three referees.   * One referee should be your current or most recent employer. * Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in working with children. * Please note that references will not be accepted from relatives.   We reserve the right to take up references from any previous employer. Unless otherwise indicated we would normally take up references from shortlisted applicants before interview. |

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| **Referee 1 (Current/most recent Employer) :** | |
| Name: |  |
| Job Title: |  |
| Address (incl. Post Code): |  |
| Telephone No.: |  |
| E-mail: |  |
| Relationship to you |  |
| May we contact this referee prior to interview? | **Yes**   **No** |

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| **Referee 2 (Previous Employer):** | |
| Name: |  |
| Job Title: |  |
| Address (incl. Post Code): |  |
| Telephone No.: |  |
| E-mail: |  |
| Relationship to you |  |
| May we contact this referee prior to interview? | **Yes**   **No** |

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| **Referee 3 (Character):** | |
| Name: |  |
| Job Title: |  |
| Address (incl. Post Code): |  |
| Telephone No.: |  |
| E-mail: |  |
| Relationship to you |  |
| May we contact this referee prior to interview? | **Yes**   **No** |

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| **10. SAFEGUARDING CHECKS** |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration below therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered “spent” in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all “spent” and “unspent” convictions and cautions.  All Schools must ensure that applicants who are successful in their application and are employed to carry out teaching work is not subject prohibition order issued by the Secretary of State. In addition to the above checks any offer of employment will be conditional all the necessary safer recruitment checks as detailed in Keeping Children Safe in Education (KCSIE). |

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| **11. DECLARATION** | | |
| Please tick the following statements as applicable:   |  |  | | --- | --- | |  | I confirm that I am not named on the children’s Barred List or otherwise disqualified from working with children | |  | I confirm that I am not prohibited from carryout out ‘teaching work’ | |  | I confirm that I am not prohibited from being involved in the management of an independent School (only tick this box if this is a senior/management position you are applying for) | |  | I confirm that the information I have given on this application form is true and correct to the best of my knowledge | |  | I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment), summary dismissal and may amount to a criminal offence. | |  | I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information are true and correct. I understand that if I provide misleading or incorrect information or have failed to disclose information this will result in the termination of any contract of employment offered. |   SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(If your application has been made on-line you will be asked to sign this form if invited to interview)* | | |
| **STRICTLY CONFIDENTIAL:**  Note: This sheet will be detached from your application form and will not be seen by anyone involved in the selection process.  **RECRUITMENT MONITORING FORM** |  |

Packwood Haugh School is committed to the elimination of unjustifiable discrimination and the School actively ensures that all prospective and existing employees are treated fairly. In order to measure recruitment equal opportunities we need to collect information on people who apply for our jobs. To enable us to do this, please could you complete the details below; forms submitted with incomplete monitoring information will not be submitted for shortlisting.

Some of the information you give on this form is considered to be sensitive information under the Data Protection Act 1998 legislation and by completing and returning this monitoring form you will be deemed to be giving your consent to the processing of the data for equality monitoring purposes only.

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| **Personal Information** | | | |
| Surname: |  | Preferred Title: |  |
| Please state any previous surnames used: |  | Date of Birth: |  |
| First names: |  | Age: |  |
| Post applied for: |  | Gender: (M / F) |  |

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| **Ethnic Origin** | | | |
| I would describe my ethnic origin as: | | | |
| **White:** Please indicate: | | **Asian or British Asian:** Please indicate**:** | |
| English |  | Indian |  |
| Welsh |  | Pakistani |  |
| Scottish |  | Bangladeshi |  |
| Irish |  | Other Asian |  |
| Other White British |  |  |  |
| **Mixed:** Please indicate: | | **Chinese or other ethnic group:** Please indicate: | |
| White & Black Caribbean |  | Chinese |  |
| White & Black African |  | Caribbean |  |
| White & Asian |  | African |  |
| Other |  | Other ethnic group (please state) |  |

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| **Disability** |
| Under the Equality Act 2010 a disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities. Please confirm therefore whether you have a disability.     |  |  | | --- | --- | | **Yes** |  |      |  |  | | --- | --- | | **No** |  |   If yes, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss interview arrangement and whether any reasonable adjustments may be required. |

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| **Advertisement** |
| Please provide details of where you saw this vacancy: |