**Support Staff Application for Employment  
Part A:** Personal Information

Internal use only

Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received \_\_\_\_\_\_\_\_\_\_\_\_

*The Governing Body is committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff and volunteers to share this commitment.*

|  |
| --- |
| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the school in the first instance. |

**Please ensure that you complete all sections of this form. Please note that providing false information will result in the supplication being rejected or withdrawal of any offer of employment, or summary dismissal if you are already in post, as well as possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.**

**CVs are not accepted without a supporting application form**

**This first page will be separated from the rest of your application form on receipt. Relevant content may be verified prior to shortlisting but will not then be used for selection purposes.**

**1. Post applied for**:      Outdoor Learning Coordinator

**2. Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | | |
| **Forenames** |  | | |
| **Previous/other names** |  | | |
| **Title** |  | | |
| **Current address** |  |  | **Resident at this address since:** |
| **Postcode** |  |  |  |
|  |  |  |
|  | **National Insurance Number** |  |
| **Tel. No.**  **Mobile No.** |  | **Date QTS achieved (if applicable)** |  |
| **Email** |  | | |
| **Date of Birth** |  | | |
| **Have you ever been barred or restricted from working with children or been subject to a child protection investigation?** | YES/NO If YES, please provide details separately under confidential cover | | |
| **Are you subject to any legal restrictions in respect of your employment in the UK?** | YES/NO  If YES, please provide details separately.  Do you require a Work Permit:      YES/NO | | |
| **Do you have a current driving licence/** | YES/NO Do you have a portable  DBS?       YES/NO | | |
| **Are there any special arrangements which we can make for you if you are called for interview?** | YES/NO  If yes, please specify: | | |

**THIS PAGE IS INTENTIONALLY BLANK**

**3. Current and/or Previous Employment**

Internal use only

Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received \_\_\_\_\_\_\_\_\_\_\_\_

1. **Current post**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of current employer. | F/T  P/T | Hours worked/working pattern | Job Title | Grade/Scale/Salary | From | To |
|  | Exact dates if possible | |
|  |  |  |  |  |  |  |
| Salary £ | | |  | | | |

|  |
| --- |
| Please state brief details of your current responsibilities. |

1. **Previous posts (please list ALL previous employment – continue on a separate sheet as necessary)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of employer | F/T  P/T | Job Title. | Brief description of duties | Grade/Scale | From | To | Reason for Leaving |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**4. Qualifications**

|  |  |  |
| --- | --- | --- |
| **Examinations taken** | **School, College, University etc.** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Membership of Professional Bodies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institute/Body** | **Grade** | **By Examination/Election** | | | |
|  |  | **Examination** |  | **Election** |  |
|  |  | **Examination** |  | **Election** |  |

**6. Declaration\***

|  |  |  |  |
| --- | --- | --- | --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| **Signed:** |  | **Date:** |  |

\*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.

**Application for Employment  
Part B:** Meeting the Specification

|  |
| --- |
| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. |

**1. Relevant Experience**

|  |
| --- |
| This section forms the **main body of your application**. Please ensure that you refer to each of the main headings in the Person Specification in order to explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate. |
|  |

**2. Job related training courses/seminars in the last five years**

|  |
| --- |
| Please provide details and explain how this has supported your professional development. |
|  |

**3. Outside Interests and Hobbies**

|  |
| --- |
| Please provide a brief description of your outside interests and hobbies. |
|  |

**4. Declaration\***

|  |  |  |  |
| --- | --- | --- | --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| **Signed:** |  | **Date:** |  |

\*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.

**References and Monitoring  
 Information Form**

|  |
| --- |
| Data Protection Act: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. |

|  |
| --- |
| Criminal Background Disclosure: If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and should you fail to disclose any relevant convictions, cautions, reprimands or final warnings then this could result in disciplinary action including dismissal. All offers of employment are subject to a satisfactory DBS check and clearance. |

Candidate Name

Post applied for Outdoor Learning Coordinator

Name of School Daventry Hill School

References

|  |  |  |  |
| --- | --- | --- | --- |
| If you are currently working in a school, one of your references should be from the Chair of Governors and/or Headteacher at your school. References from relatives or people writing solely as friends will not be acceptable. References may be contacted during the shortlisting process unless you give your express instruction not to do so. | | | |
| First reference  (current or most recent employer) | | Second Reference | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation name |  | Organisation name |  |
| Address |  | Address |  |
| Postcode |  |  |  |
|  |  |  |
|  | Postcode |  |
| Tel. No. (pref. mobile) |  | Tel. No. (pref. mobile) |  |
| Email |  | Email |  |
| Contact (Yes/No) |  | Contact (Yes/No) |  |

Criminal Record Disclosure

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence or subjected to a caution/reprimand/warning or bind over including any that would be regarded as ‘spent’ under the Act in other circumstances? (Yes/No)  If yes, please give details including dates and penalties: | |
| Date | Details |
|  |  |
|  |  |
|  |  |

Family or close relationships to employer or Governor

|  |
| --- |
| You are required to declare any family or close relationship to any existing employee of the Trust or Governing Body: |
|  |

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| Signed: |  | Date: |  |

**THIS PAGE IS INTENTIONALLY BLANK**

This page is not mandatory, but will help us monitor our obligations under the Equality Act 2010

**Ethnicity**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the Census in alphabetical order. | | | | | | | |
| Asian | | | Black | | | Chinese or other ethnic group | |
| Indian |  | | Caribbean | |  | Chinese |  |
| Pakistani |  | |  | | |  | |
| Bangladeshi |  | | African | |  |
| Any other  Asian background  (please specify) |  | | Any other Black background  (please specify) | |  | Any other  ethnic group (please specify) |  |
|  | | | | | | | |
| Mixed | | | White | | |  | |
|  | | | English | |  |
| White and Black Caribbean |  | | Irish | |  |
| White and Black African |  | | Scottish | |  |
| White and Asian |  | | Welsh | |  |
| Any other mixed background  (please specify) |  | | Any other White background  (please specify) | |  |
|  | | | | | | Rather not say |  |
| Age |  | Rather not say | |  | | | |

**Disability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Disability Discrimination Act (1995) defines a person as disabled if they have a physical or mental impairment which has a substantial and long-term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one’s ability to carry out normal day-to-day activities. This definition includes such conditions as cancer, HIV, mental illness and learning disabilities. Do you consider yourself to have a disability according to the above definition? | | | | | |
| Yes |  | No |  | Rather not say |  |

**Gender**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Transgender F to M |  |
| Female |  | Transgender M to F |  |
|  | | Rather not say |  |

**Faith**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Which religion do you most identify with? | | | | | | |
| No religion |  | | Baha’i |  | Buddhist |  |
| Christian |  | | Hindu |  | Jain |  |
| Jewish |  | | Muslim |  | Sikh |  |
| Other (please specify) | |  | | | Rather not say |  |

**Sexual Orientation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How would you describe your sexual orientation? | | | | | |
| Bisexual |  | Gay man |  | Heterosexual |  |
| Lesbian |  |  | | Rather not say |  |

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.