**Edwinstree Middle School**

**A Voluntary Controlled Church of England School**

**Job Application Form for Support Staff**

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| **Post Applied for:** |

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

For all dates please include month and year.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname:** | **Title:** |
| **First Name(s):** | **Any former names:** |
| **Address:** | **Telephone - Mobile:** |
| **Telephone - Other:** |
| **Email Address:** |
| **Date of Birth:** |
| **Where did you see this post advertised?** | **NI Number:** |

**CURRENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Name of Establishment:** | **Email Address:** |
| **Date started:** | **Telephone:** |
| **Type of Establishment:** | **Post held:** |
| **Address:** | **Current salary (and scale):** |
| **Date available to start at Edwinstree:** |
| **Reason for leaving:** |

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| **CURRENT OR MOST RECENT EMPLOYMENT**  Please provide a Brief Description of the main duties of your job |
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| **PREVIOUS EMPLOYMENT**  Please list, in chronological order, all your previous jobs with dates to the nearest month, starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not employed). | | | | |
| Employer Name & Address | Job Title | From | To | Reason for Leaving |
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| **EDUCATION/QUALIFICATIONS**  Please provide details of your education, including any professional qualification, starting with the most recently attained. | | | |
| **Dates Attended** | | **Name(s) & Address(es) of Secondary School/College/University or Other** | **Qualifications Gained (state level/grade & date achieved)** |
| **From** | **To** |
|  |  |  |  |

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| **LEISURE INTERESTS**  Please state briefly what your main leisure interests are, particularly where these are relevant to this post |
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| **TRAINING AND DEVELOPMENT**  Please provide details of any training (e.g. work-related courses, seminars) & development (e.g. special projects, personal development courses) relevant to this post. | Date |
|  |  |

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| --- | --- | --- | --- | --- |
| **PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details) | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

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| **PERSONAL STATEMENT IN SUPPORT OF APPLICATION**   * How well can you do the role you are applying for? * Remember to include examples, which can come from your daily life as well as work responsibilities |
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**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now.

If you are currently employed in a school, one referee **must** be your Headteacher.

**References from friends or relatives are not acceptable.**

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| **Title and Name:** | **Job Title:** |
| **Address:** | **Telephone:** |
| **Email:** |
| **Relationship to applicant:** |

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| --- | --- |
| **Title and Name:** | **Job Title:** |
| **Address:** | **Telephone:** |
| **Email:** |
| **Relationship to applicant:** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | |  |  |  |   If YES please provide details separately |
| **Are you related to or have a close personal relationship with any pupil, employee, or governor?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If Yes please specify |
| **Are you a relative or partner of any employee or governor of the School?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If Yes please specify |
| **Has someone else completed this form on your behalf?** | |  |  |  | | --- | --- | --- | | **Yes** |  | **No** | |  |  |  |   If Yes please provide the person’s name and reason why |

**DISCLOSURE OF CRIMINAL CONVICTIONS**

The school is required to give you the opportunity to voluntarily declare all cautions, bind-overs, pending prosecutions, spent and unspent convictions. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment. Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

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| **Yes** |  | **No** |
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Please indicate in the relevant box:

*If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.*

In accordance with statutory requirements, if appointed you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS).

The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant’s consent. This applies where the type and level of check are identical and in the same workforce. Please confirm if you currently subscribe to this service:

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| --- | --- | --- |
| **Yes** |  | **No** |
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**DATA PROTECTION**

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

* You consent to your data being processed
* Processing is necessary to evaluate your application for the position for which you have applied
* Processing is necessary for complying with legal obligations
* Processing is necessary for our legitimate interests

**When completed, this form should be returned by email or post**

**Mrs S Petty (PA to Headteacher: Mrs J Gant)** [s.petty@edwinstree.herts.sch.uk](mailto:s.petty@edwinstree.herts.sch.uk)

**Edwinstree Middle School**

**Norfolk Road**

**Buntingford**

**Hertfordshire**

**SG9 9AW**

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| **DECLARATION**  I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act.  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature:** | **Date:** |