

**Application Form for Employment**

**Support Staff**

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. Please note CVs will only be considered when accompanied by a completed application form.

|  |  |
| --- | --- |
| **Application for the post of** | Click or tap here to enter text. |

**Your details**

|  |  |
| --- | --- |
| Title | Click or tap here to enter text. |
| Forename | Click or tap here to enter text. |
| Surname  | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode  | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address  | Click or tap here to enter text. |
| NI Number | Click or tap here to enter text. |
| Where did you hear about this job?If you selected other, please specify | Choose an item. Click or tap here to enter text. |
| How would you like us to contact you about your application? | Choose an item. |

**Employment history**

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

|  |  |
| --- | --- |
| Name of current/most recent employer | Click or tap here to enter text. |
| Address of employer | Click or tap here to enter text. |
| Start date of employment | Click or tap to enter a date. |
| End date of employment | Click or tap to enter a date. |
| Job title | Click or tap here to enter text. |
| Brief description of responsibilities | Click or tap here to enter text. |
| Salary/grade | Click or tap here to enter text. |
| Period of notice | Click or tap here to enter text. |
| Date available to begin a new post | Click or tap here to enter text. |
| Reason for leaving | Choose an item. |
| If you selected ‘other reasons’, please provide your reason | Click or tap here to enter text. |

**Previous employment**

|  |  |
| --- | --- |
| Name of employer | Click or tap here to enter text. |
| Address of employer | Click or tap here to enter text. |
| Start date of employment | Click or tap to enter a date. |
| End date of employment | Click or tap to enter a date. |
| Job title | Click or tap here to enter text. |
| Salary/grade | Click or tap here to enter text. |
| Reason for leaving | Choose an item. |
| If you selected ‘other reasons’, please provide your reason | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Name of employer | Click or tap here to enter text. |
| Address of employer | Click or tap here to enter text. |
| Start date of employment | Click or tap to enter a date. |
| End date of employment | Click or tap to enter a date. |
| Job title | Click or tap here to enter text. |
| Salary/grade | Click or tap here to enter text. |
| Reason for leaving | Choose an item. |
| If you selected ‘other reasons’, please provide your reason | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Name of employer | Click or tap here to enter text. |
| Address of employer | Click or tap here to enter text. |
| Start date of employment | Click or tap to enter a date. |
| End date of employment | Click or tap to enter a date. |
| Job title | Click or tap here to enter text. |
| Salary/grade | Click or tap here to enter text. |
| Reason for leaving | Choose an item. |
| If you selected ‘other reasons’, please provide your reason | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Name of employer | Click or tap here to enter text. |
| Address of employer | Click or tap here to enter text. |
| Start date of employment | Click or tap to enter a date. |
| End date of employment | Click or tap to enter a date. |
| Job title | Click or tap here to enter text. |
| Salary/grade | Click or tap here to enter text. |
| Reason for leaving | Choose an item. |
| If you selected ‘other reasons’, please provide your reason | Click or tap here to enter text. |

**Gaps in employment**

Please explain any gaps in employment

|  |  |  |
| --- | --- | --- |
| **Start Date** | **End Date** | **Reason for gap** |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |

**Education**

Please provide details of your education from secondary school onwards and the qualifications gained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of school/college/university** | **From** | **To** | **Qualification** | **Grade** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **Click or tap to enter a date.** | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **Click or tap to enter a date.** | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **Click or tap to enter a date.** | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | **Click or tap to enter a date.** | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |

**Professional Development**

Please give details of any professional qualifications and any training that you have received which support your application. Include any on-the-job training as well as formal courses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **From** | **To** | **Qualification/Grade** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |

**Professional memberships/qualifications**

Please provide details of any memberships of professional institutes that you hold.

|  |  |
| --- | --- |
| **Name of professional body** | **Qualification/membership and date** |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. |

**Supporting statement and achievements**

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the guidance notes. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

|  |
| --- |
| Click or tap here to enter text. |

**Referees**

## Please give details of two referees, one of whom must be your current and/or last employer, and the other from a previous employer. Please see the guidance notes for more information.

|  |
| --- |
| **Referee one: This referee must either be your current or previous employer** |
| If you are invited for interview may we approach this referee without further reference to you? | Yes[ ] No[ ]  |
| Name | Click or tap here to enter text. |
| Job title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Relationship to you | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |

|  |
| --- |
| **Referee two:**  |
| If you are invited for interview may we approach this referee without further reference to you? | Yes[ ] No[ ]  |
| Name | Click or tap here to enter text. |
| Job title | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Relationship to you | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |

The school may use internet searches, including social media searches, to perform pre-employment checks on candidates in the course of short listing. Where the school does this, it will act in accordance with its data protection and equal opportunities obligations.

**Declarations**

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

|  |  |
| --- | --- |
| Do you have a disability you wish us to know about at this stage? | Yes[ ] No[ ]  |
| If yes, please let us know what access requirements you may have | Click or tap here to enter text. |

**Eligibility to work in the UK**

|  |
| --- |
| Are you eligible to work in the UK? |[ ]
| If yes on what basis? | Choose an item. |
| If you selected ‘other’, please provide full details | Click or tap here to enter text. |
| When did you become resident in the UK? | Click or tap here to enter text. |
| Do you require a work permit to work in the UK? |[ ]

**Living or working overseas**

|  |  |
| --- | --- |
| Have you lived or worked outside of the UK in the last 10 years? | Yes [ ] No[ ] **If you selected ‘yes’ please provide details below** |
| **Country** | **From** | **To** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |

If you have lived or worked outside the UK, the school must make any further checks it considers appropriate. You may be required to obtain an overseas check from all countries you have lived and worked abroad in and obtain and official translation. The school will reimburse you for the cost of these checks if you are successful and appointed the position.

**Declaration of relationships**

|  |  |
| --- | --- |
| Are you related to, or do you have a close personal relationship with any current student, employee or School Governor? | Yes [ ] No[ ] If yes, please state their name and the position they hold: |
| Name | Position | Relationship |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment. The school must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Data protection**

The school processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise Cheltenham Bournside School to check the information supplied and hold all such information in both paper and electronic formats.**

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Print name: Click or tap here to enter text.

**Additional Documents**

1. **Monitoring**

Please find an Equal Opportunities Monitoring Form on our website that should be completed and provided to the school alongside your completed application form. We have an Equal Opportunity and Diversity Policy, which we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

1. **Declaration of Criminal Offences**

If you have been shortlisted for interview, you will be sent a Disclosure of Criminal Convictions Self-Disclosure Form. Please read the guidance notes to that declaration carefully prior to completing it. The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults. More information can be found on the government website: [The Disclosure & Barring Service](https://www.gov.uk/dbs-check-applicant-criminal-record).

**Checklist**

 **Before you submit your application, please check that you have:**

|  |  |
| --- | --- |
| Read through the Job Description and Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job | [ ]  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to | [ ]  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience | [ ]  |
| Attached additional information if you have run out of space | [ ]  |
| Kept a copy of your completed application form, Job Description and Person Specification | [ ]  |
| Completed the following forms:* [Equal Opportunities Monitoring Form](https://forms.office.com/pages/responsepage.aspx?id=tKnKurCrU0i3Ny8BI4xbX0KDZG6XlXRPoad77XFUAGZUMjhDNzNBNkNJSDQwTDYzRDhWNzNQUDA0SS4u#Equal%20Opportunities%20Monitoring%20Form) (click the hyperlink to complete online)
 | [ ]  |
| Made sure that your application form will be received by the closing date | [ ]  |

 **What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted.

Please be aware that it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children where a role involves engaging in regulated activity relevant to children.

**Please ensure you have also completed the** [**Equal Opportunities Monitoring Form**](https://forms.office.com/pages/responsepage.aspx?id=tKnKurCrU0i3Ny8BI4xbX0KDZG6XlXRPoad77XFUAGZUMjhDNzNBNkNJSDQwTDYzRDhWNzNQUDA0SS4u#Equal%20Opportunities%20Monitoring%20Form) **online.**

**Guidance Notes**

1. **How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage of the selection process.

1. **Working in the UK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

1. **Current or most recent employment**

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions, your employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where you have been the subject of any child protection concerns and details of these. For this three-year history please provide full professional contact details; postal addresses, including postcodes and professional email addresses, please note private email addresses are not acceptable. References will be taken up for short-listed candidates.

1. **Qualifications and training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

1. **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements. Give examples of what you have done which prove your ability. If the person specification says ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took. You can use examples from your home life, time spent in education, voluntary work, or from your hobbies/interests if you do not have any formal experience.

1. **What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview or the next stage of the selection process. The person specification should help you to match your skills, abilities and knowledge against the selection criteria.

1. **Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or School Governors. We will make sure that they do not take part in the selection for this post. Please make sure you read and sign/positively tick the declaration.