



DAME ALLAN'S SCHOOLS
building the future

APPLICATION FORM – SUPPORT STAFF APPLICANTS

This is an editable PDF form. Please complete all sections and save the file as a PDF. The file name should include your full name.

Position applied for:		Date of application:
Section 1 – Personal details		
<i>Title:</i>	<i>Forename(s):</i>	<i>Surname:</i>
<i>Preferred name:</i>		<i>All former names (including maiden name):</i>
Are you currently eligible for employment in the UK?		
Contact details		
<i>Contact phone number:</i>		
<i>Address:</i>		
<i>Postcode:</i>		
<i>Email address:</i>		
<p>Do you have a connection to an existing employee, governor or volunteer that could potentially cause a conflict of interest? If so, please provide details.</p> <p><i>This does not prevent you from being considered for the role you are applying for.</i></p>		

Section 2 – Data Protection
<p>The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data are set out in our Application and Recruitment Process Explanatory Note and Data Protection policy.</p> <p>If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.</p> <p>We may check the information provided by you on this form with third parties.</p> <p>By signing the application form you consent to the processing of special category personal data.</p>

Section 3 – Academic & Vocational Qualifications

*Please start with the most recent and include all qualifications from GCSE or equivalent
If you need more space, please use the Additional Information section on page 10.*

Name of Secondary School/College/University	Dates of Attendance From - To		<u>Education</u>		
			Qualifications Gained (state level)	Grade/Class of Degree	Awarding Body

Section 4 – Other relevant skills or training courses attended

Please provide details of any skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include all professional development courses attended during the last 3 years.

If you need more space, please use the Additional Information section on page 10.

Organising Body	Course Title	Qualification(s) Attained	Length of Course

Section 5 – Present or last employment

<i>Current/most recent employer:</i>		<i>Current/most recent employer's address:</i>	
<i>Current/most recent job title or post:</i>		<i>Date started:</i>	<i>Date employment finished: (if applicable)</i>
<i>Brief description of responsibilities:</i>			
<i>Reason for leaving:</i>			
<i>Current Salary:</i>		<i>Do you/did you receive any employee benefits? If so, please provide details of these:</i>	
<i>Date when you would be available to start employment if offered:</i>			

Section 6 – Career history

Please provide full details of all positions (employment and self-employment) and unpaid work since leaving secondary education. Please start with your any role excluding the one listed in Section 5.

Please provide explanations for any periods not in employment, further education or training.

If you need more space, please use the Additional Information section on page 10.

Dates From - To		Name and address of employer	Position held and/or other duties	Reason for leaving

Section 7 – Information in support of your application

Please provide your reasons for applying for this post and why you believe you are suitable for the position. Study the Job Description and Person Specification, be concise but make sure that you cover **ALL** the essential points of the Job Description and Person Specification. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability to undertake the duties of the post.

If you need more space, please use the Additional Information section on page 10.

Section 8 – Interests

Please provide details of any interests, hobbies or skills that you could bring to the Schools for the purposes of extra-curricular activity.

Section 9 – Other information

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

Section 10 – References

Please provide details of three referees who are willing to support your application. One of your referees must be your present/ or most recent employer.

Name (Referee 1):	
Organisation:	
Address including post code:	
Contact phone number:	
E-mail address:	
Position:	
Relationship to you:	
May we contact prior to interview?	

Name (Referee 2):	
Organisation:	
Address including post code:	
Contact phone number:	
E-mail address:	
Position:	
Relationship to you:	
May we contact prior to interview?	
Name (Referee 3):	
Organisation:	
Address including post code:	
Contact phone number:	
E-mail address:	
Position:	
Relationship to you:	
May we contact prior to interview?	

Section 10 – Declaration

(if you submit this form electronically you will be required to sign this declaration if invited to interview)

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Principal or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Principal or the Bursar [as appropriate] for advice.

Please disclose any unspent convictions, cautions, reprimands, or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/db. All other spent connections and cautions must be disclosed.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the position applied for involves early years' childcare or is directly concerned in the management of this provision you must also confirm that you are not disqualified from working with these children.

You must disclose if:

- You have been barred from working with children e.g. included on the Children's Barred List;
- You have been cautioned for, convicted of or charged with a violent and sexual criminal offence against children and adults including abroad;
- You have been issued with an order against you relating to your care of children;
- You have had your registration cancelled in relation to the childcare or children's home or have been disqualified from private fostering.

You should be aware that the Schools will institute its own checks on successful at the time of employment offer with the Disclosure and Barring Service.

Please select only ONE from the boxes below:

I have nothing to declare

I enclose a confidential statement *(please place in a sealed envelope marked private & confidential – for the attention of the Principal or Bursar only)*

If you have any doubts regarding this declaration, please call the Principal or Bursar (as appropriate) to discuss the matter in the strictest confidence.

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature:

Date:

If this form is submitted electronically, you will be asked to provide your signature if selected for interview.

Please complete our Recruitment Equal Opportunities Monitoring Form via this [LINK](#)

Additional Information

*If you have additional information relating to sections 3, 4, 6, or 7 please insert it below.
Please reference the section to which the additional information relates.*