

Confidential



Support Staff Application Form

Coombe Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post you have applied for: _____

Guidance on how to fill in this application form

It is important that you fill in this form accurately and thoroughly to give yourself the best chance of getting an interview.

- Read the whole form before you write anything.
- Answer every question on the form.
- Once you have filled in the form, read your answers and check for errors

Please note that if you have completed and sent this form electronically, you will be asked to sign it if you are invited to an interview.

Your details

Surname: _____

Initials: _____

Address: _____

Home phone number: _____

Work phone number: _____

Mobile phone number: _____

Email Address: _____

Where did you see this job advertised? _____

How much notice will you have to give when you leave your current job? _____

Do you hold a current driving licence? _____

Do you have a car you can use? _____

Your National Insurance number: _____

Do you need a work permit? _____

Have you been employed by us before? _____

When did you leave? _____

If "Yes", where did you work? _____

Why did you leave? _____

Employment

Please fill in the table below with details of your previous employment. Please start with your present or last employer. If you have just left school, please give us details of any holiday jobs you have had.

Continue on another sheet if necessary.

Dates (month and year)		Employer's Name and Address	Your position	Your salary when you left the job	Your reason for leaving
From	To				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				
/	/				

Education and qualifications

Please fill in the table below with details of your education and qualifications.

List all periods of study, in date order.

Dates (month and year)		Name and address of school, college or university	Did you study full or part time?	Qualification			
From	To			Date	Subject	Grade & class	
/	/						
/	/						
/	/						
/	/						

Professional or technical qualifications and training

Name of professional organisation	Membership grade & number	How did you become a member? (For example, exam)	Date

References

Please give details of two referees below. One of these should be your present or last employer, and the other should be another employer. If you have not been in employment, please provide details of a voluntary organisation where you have worked, or the head of an educational establishment.

Name of referee: _____ Position: _____ Address: _____ _____ _____ Email: _____ Phone Number: _____ How do you know them? _____	Name of referee: _____ Position: _____ Address: _____ _____ _____ Email: _____ Phone Number: _____ How do you know them? _____
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It is our normal practice to apply for references prior to interview. Please let us know if there is any reason why you would prefer us not to take up references at this stage?

_____ _____ _____

Experience

Please use the space below to give details of your skills and experience from your education, employment and personal life which you think are relevant to this job.

Continue on another sheet if necessary.

We have provided a person specification and this will give you more information on the skills, experience and abilities we are looking for. Try to match your experience against it.

If you are applying to join the staff bank or temporary register, say how long you want to work and which hours or days.

Declarations

Under the local government conditions of service you must give us the following information.

Are you related to anyone who may take part in the appointment process? Yes No

If 'Yes', please give their name and how you are related to them

Rehabilitation of Offenders Act 1974, (Amended 2103) You must sign this declaration.

If we decide to offer you the post, we will ask the police for details of any convictions, cautions, reprimands of final warnings, you may have. This is so we can decide whether we should give you access to children. You must tell us about any convictions, cautions, reprimands of final warnings, (whether in the United Kingdom or another country) you may have. These should exclude those defined as "protected" by the Rehabilitation of offenders Act 1974 (as amended in 2013) We will not approach the police without your permission.

Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning, or are any of these due to happen? **Yes No**

If 'Yes', please give details on a separate sheet and enclose the sheet with this application in a sealed envelope marked 'confidential'.

Your signature

Date

DBS checks are carried out on the basis of the academy trust's legal obligations in relation to the safer recruitment of staff as stipulated in the DfE's guidance, "Keeping Children Safe in Education" and the DBS information (which will include personal data related to criminal convictions and offences) is further processed in the substantial public information, with the objective of safeguarding children. Retention of the information is covered by the Records Retention Policy.

Access to the DBS Information is restricted to those staff who have a genuine need to have access to it for their job roles. In addition to the provisions of the GDPR and the Data Protection Act 2018, disclosure of this information is restricted by section 124 of the Police Act 1997 and disclosure to third parties will only be made if it is determined to be lawful.

If we employ you, the following will apply to you.

We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

The information on this form is correct. I understand that if I tell you something which I know is wrong or misleading, or I do not give you information which is relevant to my application, you may reject my application or, if I get the post, take disciplinary action, including dismissing me.

I consent to the Trust processing my data in line with the school workforce privacy notice and Data Protection Policy (available to view on the School website).

Your signature

Date

Monitoring Form

Equal Opportunities

We are an equal opportunities employer.

We recruit, train and promote people because of their ability, the needs of the post and other relevant criteria. We encourage all our employees to take advantage of the opportunities we provide for training and development.

We treat all employees and people who apply to us equally. We will not consider your race, nationality, colour, ethnic or national origin, age, sex, marital status, sexuality, beliefs or disability in any matters to do with employment.

We regularly review our practices and procedures to make sure our equal opportunities policy is working. But we need more than this formal statement to make our policy work. We expect each of our employees to make their own contribution. And we make all our employees and people who apply to us aware of our policy.

Questions about you

Our policy on equal opportunities makes sure our selection procedures are fair to everyone. We must judge people only on their ability to do the job. To make sure we are meeting these aims, we need to record certain details about people who apply for posts.

For this reason, please answer the questions on this section of this form. We will remove this section before we make our decision and we will keep the information confidential. We will use the information to keep statistics on the success of our equal opportunities policy.

We cannot interview everyone who applies for a post, so we draw up shortlists based on the application forms. If you believe that we have not treated your application fairly, please write to the Clerk to Governing Body at the school you are applying to. They will investigate the matter.

Data Protection Act 1998

I consent to the data on this form being used for statistical purposes to assist in the monitoring of equal opportunities.

Signature: _____ Date: _____

Print name: _____

Equal Opportunities policy

To help us monitor the success of our equal opportunities policy, please answer these questions. There is more information about our policy on the previous page of this form.

Thank you for your help.

This information will not affect your application.

The job you have applied for:

School:

Your surname:

Your first name(s):

Your previous or other surname (if relevant):

Your title (Mr, Mrs, Miss, Ms, Dr, and so on):

Your date of birth:

Are you applying for a job share Yes • No •

Gender Female • Male •

Disability Information

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

Do you consider yourself disabled? Yes • No •

If you have answered 'yes', do you consider yourself to be disabled under the terms of the Equality Act 2010? Yes • No •

The Equality Act defines disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities'.

Please state your disability:

We want to increase the opportunities for disabled people to work with us. If you have a disability, please tell us if there are any reasonable changes we can make to help you with this post.

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.....
.....

Is there anything else we need to know that will allow us to offer you a fair selection/interview? Or is there anything which you think might affect your ability to carry out the duties of the post?

.....
.....
.....

Ethnicity

Please identify your ethnic origin either by putting an 'x' in one or more of the boxes below or by giving your own description in the space provided.

White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Other White	<input type="checkbox"/>
Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Other Mixed	<input type="checkbox"/>

If Other

please specify:

Black or Black British	
Black Caribbean	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Other Black	<input type="checkbox"/>
Chinese or Other Ethnic Group	
Chinese	<input type="checkbox"/>
Other Ethnic Groups	<input type="checkbox"/>
Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>

Sikh	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>
Muslim	<input type="checkbox"/>

Other Religion:

Please return the form either by post to:

The Recruitment Officer, Coombe Girls' School, Clarence Avenue, New Malden, Surrey KT3 3TU

or email it to:

vacancies@coombegirlsschool.org

Please be aware that emails you send us, and those that we may send to you, are not secure as email messages can be intercepted. We will hold your information securely, but there can be no guarantee of privacy with email communication. Therefore, we advise you do not to email any information which, if disclosed to unrelated third parties, would be likely to cause you distress. You should perform your own virus checks on any emails you receive.