

Job Application Form (Support Staff)

Confidential



Please complete this form in **black ink** or **type** in the spaces provided.

The School will only accept applications from candidates completing the relevant Application Form in full. **CVs will not be accepted in substitution for completed Application Forms.**

Details of Post Applied For

Job Title (& reference if given in advert)	
Where did you see the post advertised?	

Personal Details:

Title:	First Name(s)	Surname:	Date of Birth:
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If you have previously been known by another name, please specify:	
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Address and Postcode:

Daytime Contact Number:	
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Evening Contact Number:	
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Mobile Number (if different):	
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Email Address (used to contact you about your application):	
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Please indicate whether you have any family or close relationships with existing pupils or employees at St Hugh's School. If YES, provide details (nature of relationship, full name, year group, or employment role as applicable)	
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If you have been at this address for less than 5 years, please provide details of previous addresses covering this period below (CONTINUE ON SEPARATE SHEET IF NECESSARY).
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Further Details:

Do you hold a current valid driving licence?

Yes

No

National Insurance Number

Have you lived abroad for any 6 months or more during the last 5 years? ***YES/NO**

If Yes, be aware that you will need to provide the School with a Police Certificate of Good Conduct from the country/ies in which you lived.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Right to work:

Do you currently have the right to work in the UK?

- Do you require a permit to work in the UK? ***YES/NO**
- If yes, do you have a current permit to work? ***YES/NO**

*If yes, you will need to provide the original along with originals of any other evidence that you are eligible to work in the UK if selected for interview.

Education and Qualifications: Please also include any relevant professional qualifications.

Name of Institution (e.g. School, College or University) most recent first.	Dates Attended		Qualifications with grades and dates obtained
	From (Month/Year)	To (Month/Year)	

Professional Development/training: Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. Please continue on a separate sheet if necessary.

Course Title	Course Provider	Dates	Award (if any)

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Employment History:

Please give details of **all periods of employment** you have undertaken starting with your current or most recent post.

Date Employed From:	Date Employed To:	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Notice Period:	
		Salary:	
Main duties:			
Date Employed From:	Date Employed To:	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			

Date Employed From:	Date Employed To:	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			
Date Employed From:	Date Employed To:	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			
Date Employed From:	Date Employed To:	Position Held:	
Line Manager's Job Title & Employer's Name and Address		Reason for Leaving:	
		Salary:	
Main duties:			

Periods When Not Working:		
Please give details or reasons for other periods/gaps of time when you have not been employed since leaving secondary education		
Date From (Month/Year)	Date To (Month/Year)	Reason

Supporting Statement:

Please provide your personal supporting statement below detailing **why** you are applying for this position, demonstrating how your skills, experience and knowledge match the requirements set out in the job description and person specification for the post. Please continue on a separate sheet if necessary.

Referees:

- References will only be sought for shortlisted candidates.
- **The first referee provided must be your present or most recent employer**, unless you have not been in employment before (then a tutor/Head of school is sufficient). If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.

Referee 1		Referee 2	
Name		Name	
Tel. Number		Tel. Number	
Email Address		Email Address	
How long have you worked at your current employer?		In what capacity do you know referee 2?	
Do you agree to references being taken up before interview?	YES/NO	Do you agree to references being taken up before interview?	YES/NO

Reasonable Adjustments to the Shortlisting Process:

The School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require.

Declarations:

St Hugh's is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, whether issued in the UK or another country, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. If you have a criminal record this will not automatically bar you from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria. (More information is available in the Staff Recruitment Policy available on the School website at <http://st-hughs.co.uk/Staff-Vacancies> or from HR on request.)

Please answer the following questions:	
Have you ever received a conviction, caution, reprimand, final warning or bind-over?	YES/NO
Do you have any relevant court action pending?	YES/NO
Has the Secretary of State for Education ever issued you with a personal warning or included your name on the Children’s Barred List (previously List 99 and PoCA List)?	YES/NO
Have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body? This includes prohibition or restriction from teaching or being involved in the management of an independent school (S128 direction) or working with children under 8 years old. It is a criminal offence for barred individuals to seek, or to undertake, work with children.	YES/NO
If you have answered yes to any of the questions above, please give details on a separate sheet in an envelope marked confidential and addressed to: Headmaster, St Hugh’s School	

Are you currently registered with the DBS Update Service?		YES/NO
DBS Registration Number/Certificate		
Level of check obtained at point of registration? (<i>select one</i>)	STANDARD / ENHANCED	
Which workforce was your check requested for at point of registration?	CHILDREN / ADULT / ADULT & CHILDREN / OTHER	

Declaration: By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process. I confirm that the information I have given on this application form is true and correct to the best of my knowledge. I understand and accept that providing false information may result in my application being rejected or the withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police and/or the DBS. I understand and accept that checks may be carried out to verify the contents of my application form.

I consent to the School collecting and processing the information given on this form, including any “sensitive” and personal information, as may be necessary during the recruitment and selection process, and for equality monitoring, and to my details being retained so that I may be contacted about any potential future appointment at the school within the next 12 months. Such use will be subject to the provisions of the Data Protection Act 1998, the GDPR 2018 and the School’s Recruitment Policy. If I wish to withdraw my permission at any time I will notify the school in writing.

Signature of Applicant		Date	
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