|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **CONFIDENTIAL** | | | | |
| **Nailsea School**  **Application Form – Administration & Support Staff**  **(including casual workers)** | | | |  | | | | |
| Please complete in clearly in black ink and where necessary continue on a separate sheet. If you require assistance filling in this form, please contact the school. CVs will not be accepted.  Please refer to the guidance notes and the person specification before completing this form. | | | | | | | | |
| **Where did you see this job advertised? (please be specific)** | | | | | | | | |
| **Job applied for:** | | | | | | | | |
| **Closing date:** | | | | | | | | |
| **Grade:** | | | | | | | | |
|  | | | | | | | | |
| **Personal Details (To assist with identification and vetting requirements)** | | | | | | | | |
| **First name(s)** | | **Last name:** | | | | | | |
| **Address:** | | **Title:** | | | | | | |
| **Email address:** | | | | | | |
| **National Insurance No:** | | | | | | |
| **Postcode:** | | **Evening tel. no. (inc. STD code):** | | | | | | |
| **Date of Birth:** | | **Daytime tel. no. (inc. STD code):** | | | | | | |
| **Eligibility to work in the UK** (Please refer to guidance notes) | | | | | | | | |
| **Are you a UK Citizen?** (delete as appropriate) | | | | | | | **Yes | No** | |
| **Do you have the right to work in the UK?**  (Confirmation documentation confirming this will be required if you are invited to interview. Please refer to Application Guidelines) | | | | | | | **Yes | No** | |
| **Present/most recent employment** | | | | | | | | |
| **Name and address of employer:** | | | | | | | | |
| **Job/title:** | | | | **Grade:** | | | | |
| **Date from/to:** | | | | **Salary/Other benefits:** | | | | |
| **Major duties/responsibilities:** | | | | | | | | |
| **Reason for seeking new position/leaving:** | | | | | | | | |
| **Period of notice/date available to start**: | | | | | | | | |
| **If applicable local government start date (if known):** | | | | | | | | |
| **Employment History - Previous Posts** (please start with most recent) | | | | | | | | |
|  |  | |  | | |  | |  |
| **Name and address of employer:** | **Job/title:** | | **Dates (month/year)** | | | **Final Salary:** | | **Reason for leaving:** |
|  |  | | **From** | | **To** |  | |  |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |

|  |
| --- |
| **Please give details and an explanation of any gaps in your employment history:** |
|  |
| *(N.B. We retain the right to seek references from all previous employers)* |

|  |  |  |
| --- | --- | --- |
| **Professional Membership** | | |
|  | | |
| **Name of professional body:** | **Grade of membership and whether by examination:** | **Date:** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education and Training** (Proof of qualifications will be required at interview) | | | | | |
|  | | | | | |
| **Name and address of institution:** | **Courses taken/subjects:** | **Dates** | | **Full/Part-time:** | **Qualifications/Grade:** |
|  |  | **From:** | **To:** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Relevant Experience** |
| In support of your application please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position.  **Please demonstrate clearly how you meet the requirements in the job description/person specification.** |
|  |
|  |

|  |
| --- |
| **Additional information** |
| **Dates when you are unavailable for interview (e.g. holidays):** |
| **Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment with Nailsea School? \*** |
| **Yes  No** |
| **(If yes, please give details)** |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you worked with children. These should not include a relative, and personal referees must be able to comment on your skills and abilities in relation to the post.  Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.  References for shortlisted candidates will normally be taken up before interview. If you do not wish your referees to be approached at this stage you should request this in writing stating the reasons, the shortlisting panel will consider your request. In all cases, references will be taken up before a job offer is confirmed.  Please ensure you ask permission from your proposed referees prior to naming them. | | |
|  | | |
| **(i) Current/most recent employer** | **(ii) Other employer or alternative referee where not available** | |
| **Name:** | **Name:** | |
| **Address:** | **Address:** | |
| **Tel. no:** | **Tel. no:** | |
| **Work email address:** | **Work email address:** | |
| **Relationship:** | **Relationship:** | |
| **How long have they known you?** | **How long have they known you?** | |
|  | | |
| **Equality Act 2010** | | |
| Nailsea School welcomes all legislation designed to protect the rights of people. The Equality Act defines a person as having a disability if he or she has a ‘physical or mental impairment that has a substantial (that is, more than minor or trivial) and long-term adverse effect on the ability to carry out normal day-to-day activities’. | | |
|  | | |
| **Do you have a disability?** | | **Yes  No** |
|  | |  |
| Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. If you require assistance at any stage of the process, please contact the School. | | |

|  |  |
| --- | --- |
| **Declaration by Applicant** | |
| I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to two satisfactory references, medical assessment and satisfactory criminal record checks (an enhanced DBS Disclosure check, DBS Barred List check or DBS Status Check, where relevant)). Any misleading statement or deliberate omission may disqualify my application and where I am a current employee of the school may lead to dismissal.  I consent to the necessary enquiries and checks being undertaken by Nailsea School in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for, including the on-line ‘Status Check’ using the DBS’s Update Service and an External Validation Service check of my identity if I am unable to produce the ID required under Route One of the DBS’s ID checking guidelines.  I will provide proof of identification to fulfil the requirements of the Disclosure and Barring Service (DBS) Disclosure check.  I confirm I will complete a pre-employment medical assessment accurately and fully.  I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by Nailsea School during the course of my engagement and for a reasonable time after this ends (pursuant to the Data Protection Act 1998).  I acknowledge that all paid positions which involve working regularly within Schools are exempt from the Rehabilitation of Offenders Act 1974 and I am required to disclose details of any ‘unspent’ criminal convictions, cautions and bind-overs. *Note: relevant workers should answer the questions relating to Childcare Disqualification on the Self-Disclosure Form. If you are unsure whether this applies to you, please contact the school.*  I declare that I am not disqualified from working with children and/or vulnerable adults *(pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000, the Care Standards Act 2000, the Safeguarding and Vulnerable Groups Act 2006 the Safeguarding and Vulnerable Groups Act 2006 and the Childcare Act 2006).*  **All applicants, please sign** (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview). | |
| **Signature:** | **Date:** |
| **Please return your application form to the contact / address indicated in the advertisement / application pack by the closing date stated.** | |

|  |
| --- |
| **PRIVACY NOTICE** |
| The information contained within this Application Form will be retained by Nailsea School for 6 months for those candidates that are unsuccessful and for 7 years after the departure of those candidates that are successfully employed by Nailsea School. For candidates not called for interview the application will be destroyed by the interview date.  The purpose for retaining this information are as follows.   1. Proof of transparency in the job application process 2. Proof of suitability to the role and ability to do the job. 3. To follow up reference requests (for which it is the candidates responsibility to gain consent, before adding them to this application). 4. For the purpose of unselected candidates - should an alternative role become available, that the candidate is deemed suitable for, information retained in this application form may be used to contact the candidate for future vacancies.   Information held within this application will only be used by Nailsea School and its associates, and it will not be passed forward to a third party. |