

Lytchett Minster School

Application for employment – support staff



Please complete in black ink or type

Post of:

at Lytchett Minster School

Full name:

Please use these two pages for your covering letter and your supporting statement, in which you express what you believe you can offer or bring to this post, and to state how your skills, experience and training would enable you to meet the requirements of the job for which you are applying.

1. Personal details

Full name:

Previous name(s): (if any)

Preferred title:

Address:

Telephone: Home:

Work:

Mobile:

Postcode:

Email address:

Date of birth:

Marital status:

National Insurance number:

Do you possess a current driving licence?

Do you have the use of your own vehicle or other appropriate means of transport?

2. Qualifications

A: degree qualifications

| University/College/Other | Area of study | Qualification | Class/Grade | Date awarded |
|--------------------------|---------------|---------------|-------------|--------------|
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B: Sixth Form qualifications (with grades)

| School/College | Dates | | Qualifications |
|----------------|-------|----|----------------|
| | From | To | |
| | | | |
| | | | |
| | | | |
| | | | |

C: GCSE passes and vocational qualifications (with grades)

| School/College | Dates | | Qualifications |
|----------------|-------|----|----------------|
| | From | To | |
| | | | |
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| | | | |
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3. Professional development (please give details of recent courses attended that are relevant to this post)

| Course | Duration | Organised by | Year |
|--------|----------|--------------|------|
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4. Present appointment

Post held:

Full/part time:

Employer:

Employer's address:

Current salary: £

Date appointed:

(mm/yy)

Period of notice required:

Please give a brief description of your current duties and responsibilities.

5. Previous employment

| Occupation/employment | Name of employer | Salary grade | Dates (mm/yy) | |
|-----------------------|------------------|--------------|---------------|----|
| | | | From | To |
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6. Leisure activities/outside interests

You are invited to use this space to tell us more about yourself.

7. References

Please give the names, addresses, telephone numbers and email addresses of two referees, one of whom should be your current or most recent employer. Please note that references will normally be taken up prior to short-listing.

| | |
|-------------------------|-------------------------|
| Name: | Name: |
| Post: | Post: |
| Address: _____ _____ | Address: _____ _____ |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| Email address: | Email address: |

8. Equality of opportunities *In order to ensure that no applicant is disadvantaged by conditions or requirements that cannot be justified.*

Please detail any special arrangements required in order for you to attend for interview.

9. Declarations

Spent convictions:
 The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings.
 Do you have any spent or unspent convictions, cautions, reprimands or warnings? Yes No
If yes, please provide details in the Criminal Records Declaration section on the next page.

Safeguarding children:
 Are you on a List 99 or disqualified from working with children? Yes No
If yes, please provide details in the Criminal Records Declaration section on the next page.

Please note: the successful candidate will be required to undergo an enhanced CRB check.

Are you related to anyone who may be involved in the selection for this post? Yes No
 (e.g. School governor, senior member of the school staff, Dorset LA school consultant/education officer.)

For the purposes of the Data Protection Act 1998, I give my consent to this form and related information being processed and retained on file and to Lytchett Minster School verifying the information I have provided with relevant third parties in administering its recruitment process.

I declare that the information given on this form is, to the best of my knowledge and belief, correct and I understand that if I provide any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed. I further understand that any form of canvassing will automatically disqualify me for appointment.

Signature: _____ **Date:** _____

Please indicate where you found out about this post:

| | | |
|------------------------|-------------|-----|
| School website | Local press | TES |
| Other (please specify) | | |

SDC/Application form – support staff v3.2a/October 2011 © 2011 Lytchett Minster School

Disclosure of criminal background of those with access to children or vulnerable adults



The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Orders 1975 and 2001

1. This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001. Owing to the nature of the work, you are advised that, if offered the post for which you are now making an application, the offer will be subject to the school being satisfied as to your suitability following a check on any records of convictions, bindovers or cautions by the Criminal Records Bureau (CRB). A criminal record will not necessarily be a bar to obtaining a position, but will be considered by the school in accordance with school's policy on the employment of offenders.
2. You will be asked to complete the attached form showing whether you have had any court convictions/bindovers/cautions. Your confirmation of attendance for interview will indicate acceptance that you have completed the aforementioned form and, if necessary, would be willing to discuss any such offences at interview. **Applicants should, therefore, be prepared to disclose all convictions, bindovers and/or cautions, no matter how long ago they happened. Convictions otherwise considered to be spent under the terms of the Rehabilitation of Offenders Act must be declared.**
3. You should also be aware that the letter addressed to referees named in your application form (or others) will be asked to disclose any convictions/bindovers/cautions which they consider relevant to your suitability for employment.
4. Your application will not be further considered without completing the attached form. Attendance for interview will constitute your acceptance of these conditions and a willingness to comply. Failure to complete the form will constitute withdrawal prior to interview and remove any entitlement to expenses for attendance at interview.
5. You will be asked for verification of your identity. Please note that it is your responsibility to provide this verification and no reimbursement of any expense will be made. Without such verification it is regretted that the form will not be processed (nor will you be cleared to work in the post for which you have applied).

Criminal records declaration



Please complete in black ink or type

Post of:

at Lytchett Minster School

1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

Please note that the post you are applying for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Yes No

If yes, please give details of offences, cautions, reprimands, final warnings, penalties and allegations below.

| Date | Details |
|------|---------|
| | |

2. Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?

Yes No

If yes, please give details below.

| Details |
|---------|
| |

Declaration

I confirm that the information I have given on this form is correct and complete and that any offer of employment made to me will be subject to a further check with the Criminal Records Bureau.

Signature:

Date:

Name: