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**APPLICATION FORM FOR SUPPORT STAFF POSTS**

**CONFIDENTIAL**

| SCHOOL NAME: Queen Elizabeth’s Grammar School, Abbey Place, Faversham, Kent, ME13 7BQ **Tel:  01795 533132        email:** [**office@queenelizabeths.kent.sch.uk**](mailto:office@queenelizabeths.kent.sch.uk)  **Registered in England and Wales No: 07558466** | |
| --- | --- |
| Post Applied for: |  |
| PERSONAL DETAILS |  |
| Surname: | Address: |
| Forename(s): |  |
| Any previous surnames: | Town: |
| Any previous forenames: | Postcode: |
| NI No: | Telephone No (Home): |
| Telephone No (Work): | Mobile Telephone No: |
| Email: | |
| **Are you eligible to work in the UK?**  **If NO please specify your circumstances:**  **(All successful applicants will be required to provide evidence of their entitlement to work in the UK)** | |
| Are you related to a member of staff or Governor of the school?  If YES, who and in what capacity?  **NB: Canvassing of staff or governors by or on behalf of an applicant whether directly or indirectly is forbidden** | |
| **Supporting Statement and Interests** | |

| CURRENT/LAST EMPLOYMENT | | | | | |
| --- | --- | --- | --- | --- | --- |
| Employer’s Name: | | | Position: | | |
| Address: | | | Grade/Salary: | | |
| Date of Appointment: | | |
|
| Town: | | | Period of Notice Required: | | |
| County: | | |  | | |
| Post Code: | | |  | | |
| **If your current/last employment is/was in a school, please complete the following section** | | | | | |
| School Name: | | | | | |
| Type of School: (LA/Foundation/Independent): | | | | | |
| Student Roll | | | Boys/Girls/Co-educational: | | |
| Age range: | | |  | | |
| Reason for leaving: | | | | | |

| PREVIOUS EMPLOYMENT *(please list chronologically with current/last post first and, in the case of appointments in schools,*  *provide an indication of the size and type of school and the* ***reason for leaving****)* | | | | |
| --- | --- | --- | --- | --- |
| **Employer’s Name and Address** | **Exact** Dates | Position/Reason for leaving |  | **Brief details of specific responsibilities** |
|  |  |  |  |  |
| **Periods when not working**  Please give details and **exact dates** of any voluntary work and other periods when you have not been employed | | | | |
| **From** | **To** | **Reason** | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

| **School/College/University** | **From** | **To** | **Subjects, Qualifications,**  **Grades, Honours** |
| --- | --- | --- | --- |
| **Secondary (post 11)** |  |  |  |
| **Higher Education** |  |  |  |
| **Further postgraduate qualifications** |  |  |  |

| **REFEREES**  **Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer.** *References will only be sought for short listed candidates. It is our policy to obtain references prior to interview in line with the most recent version of Keeping Children Safe in Education statutory guidance. If you have concerns regarding this please contact us.*   * *The first reference* ***must*** *be your present or most recent employer.* * ***If you are not currently working with children but have done so previously, the second reference must be that employer.*** * *If any of your references relate to your employment at a school or college your referee* ***must*** *be the Headteacher or Principal. (If you are a serving as Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body)* * *Your present employer will be asked about any disciplinary and capability offences relating to children or otherwise, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.* * *Please do not give relatives or people solely in the capacity as friends as a referee.* * *Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.* | |
| --- | --- |
| **REFEREE 1** | **REFEREE** **2** |
| Name: | Name: |
| Address: | Address: |
|  |  |
| Town: | Town: |
| Post Code | Post Code: |
| Telephone: | Telephone: |
| Email: | Email: |
| Occupation | Occupation: |
| **Relationship to you:** | **Relationship to you:** |
| **Can we contact your referee prior to interview?** | |
| **REFEREE 1** Yes  No | **REFEREE 2** Yes  No |
| Queen Elizabeth’s may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the school does this, it will act in accordance with its data protection and equal opportunities obligations. | |
| **OTHER DECLARATIONS**  It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children) and as a result, such individuals would be unable to carry out the advertised role. As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school is also required to carry out a DBS check in order to determine your suitability for the role. Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, students, parents, suppliers and the public. We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  *Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*    ***Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?***  ***Yes  No***  ***Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?***  ***Yes  No***  ***If the answer is yes to either of the above questions, please provide full details in the separate Disclosure of Criminal Convictions Self-Disclosure Form*** *and return to the school separately in a sealed envelope marked "confidential disclosure" with your application form. It will be opened only if you are shortlisted for interview – otherwise it will be returned unopened to you.*    I understand that if my application is successful I will be required to obtain an enhanced DBS disclosure. | |
| **Are you either on the Children’s Barred List (previously List 99 and PoCA List), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. the Teaching Regulation Agency or any equivalent body in the UK or a regulator of the teaching profession in any other country?**  ***Yes  No***  **Please note it is a criminal offence for barred individuals to seek or undertake work with children.**  **If answering 'YES' to the above,** please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | |
| Under the UK General Data Protection Act 2018 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically and in paper format together with recruitment process monitoring.  *Under the UK General Data Protection Act 2018 you have the right of access to any electronically and/or manually held information.*  By signing the declaration at the end of the application form, you give permission for your details to be used in this way. | |
| **Disability**  The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.  Do you have a disability you wish us to know about at this stage? Yes/No (delete as appropriate)  If yes, please let us know what access requirements you may have. | |
| I certify that:  · I have read and understood the attached guidance notes and the attached guidance notes in the **Disclosure of Criminal Convictions Self-Disclosure Form**;  · to the best of my belief and knowledge, the information I have entered on this form is true and accurate and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing. I also understand that any false or misleading information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by Queen Elizabeth’s Grammar School and could lead to dismissal without notice.  SIGNATURE OF APPLICANT ...................................................................................  DATE ........................................................ | |