



Support Staff Application Form

Application for employment as:

Please complete (using separate sheets as necessary) and return to: Mrs L Brown, Headteacher, Redmaids' High Junior School, Grange Court Road, Westbury-on-Trym, Bristol, BS9 4DP with a supporting letter.

Personal Details

First names:	Surname (block letters):
All former names (including maiden name if applicable):	Dr / Mr / Mrs / Miss / Ms (please circle as appropriate)
Home address:	
How long have you lived at this address? (since MM,YY)	
If less than 5 years please provide previous addresses for past 5 years and length of time at each address	
Previous Address (MM,YY)	Previous Address (MM,YY)
Previous Address (MM,YY)	Previous Address (MM,YY)
Email address:	National Insurance No:
Telephone number (home): Telephone number (work): Mobile telephone number:	Are you currently eligible for employment in the UK? Yes No If no, please provide details

Brief details of present position and duties including title, date when present employment started and major responsibilities:

Name and address of present employer:	Current salary:
	Length of notice required:

Secondary Education

Dates From (MM,YY) To (MM,YY)	Names of Secondary School(s) Attended	Examinations taken, results obtained, scholarships and other distinctions

In accordance with the School's safer recruitment policy there is a requirement for all applicants to show a full employment or occupation history since leaving school. This must include periods when unemployed, in education or occupied other than in employment. **All breaks must be accounted for and a continuous record provided.**

University or Further Education

Dates From (MM,YY) To (MM,YY)	Names of Universities or Colleges Attended	Subjects Studied	Examinations taken, results obtained, class of pass, scholarships and other distinctions

Training

Dates From (MM,YY) To (MM,YY)	Type of Training	Subjects/Skills	College, Firm, Institute	Qualifications Gained

Employment History

Please give details of all positions of employment since completing your full time education. Please start with the most recent position and work back, accounting for any chronological gaps in employment.

Dates From (MM,YY) To (MM,YY)	Names and address of employer	Position and Duties	Starting and Leaving Salary	Reason for Leaving

Referees

Please provide at least two professional referees. **One of these must be your current or most recent employer.** If your current/most recent employment does/did not involve work with children, then your second reference should be from the employer with whom you most recently worked with children. Neither reference should be a relative or someone known to you solely as a friend.

We will not seek further permission from you to approach your referees unless you indicate otherwise

Name.....

Occupation.....

Address.....

.....

Email address

Tel. no

Name.....

Occupation.....

Address.....

.....

Email address

Tel. no.....

Data Protection

The information that you provide on this form will be stored and used in a confidential manner to help with our recruitment process. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. We may check the information provided by you on this form with third parties. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months, unless you indicate below that you would like the School to retain your details so you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful?

Yes

No

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to provide information for the completion of a DBS application. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

In addition, the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 state that it is an offence for the School to employ anyone in connection with our early years or later years provisions with children up to the age of 8 who is disqualified. This applies to normal School activities and any before or after School clubs or activities. It is also a criminal offence for a disqualified person to provide early or later years provision or to be directly concerned in its management.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent' under the Act) must be declared, subject to the DBS filtering rules. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope, which will be seen and then destroyed by the Headmistress, Headteacher or Bursar as appropriate. If you would like to discuss this in confidence beforehand, please telephone the Headmistress, Headteacher or Bursar.

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently. It is a condition of your employment that you answer the following questions:

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?	No	Yes
Is there any relevant court action pending against you?	No	Yes
<p>If answering 'yes' to either of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form:</p> <ul style="list-style-type: none"> • Details of the order, restriction, conviction or caution and the date that this was made; • The relevant court or body and the sentence, if any, which was imposed; and • A copy of the relevant order or conviction. • 		

Declaration

I have nothing to declare *or* I enclose a confidential statement (please delete as appropriate)

- I confirm that the information I have given in this Application Form and in my covering letter of application is true and correct to the best of my knowledge
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process
- I consent to the School making direct contact with the people specified as my referees to verify the reference
- I understand that any offer of employment made by the School will be conditional upon the School verifying my medical fitness for the role.

Signature of Applicant:

Date:

If you are sending this form to us via email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.

Redmaids' High School

Registered Office: Westbury Road, Westbury-on-Trym, Bristol, BS9 3AW

Telephone: 0117 962 2641 Fax: 0117 962 1687

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