



Highfield Priory Independent Day School and Nursery

APPLICATION FORM - EDUCATIONALSUPPORT STAFF

Position applied for:

1. Personal details

Title : Forename(s): Surname:

Address: Former name:
(including maiden name)

Postcode: Preferred name:

How long have you lived at this address:
If less than 5 years please provide all previous addresses for past 5 years.

Previous address: Previous address:

Postcode: Postcode:
Length of time at address: Length of time at address:

Contact details

Home telephone: _____

Mobile telephone: _____

Work telephone: _____

Email: _____

2. General

Do you have a current full UK driving licence Yes No

Please provide full details of membership of any professional bodies _____

3. **Academic and Vocational Qualifications**

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Professional Development

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Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	Full time/Part time or Seconded	From	To

Short Courses (Attended during the last 3 years)

Name of Course	Provider	Full time/Part time or Seconded	From	To

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Outside Interests

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

4. **Further Education and Career History**

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Current Salary

Salary (basic) if appropriate (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc.)
Total Salary	

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

6. **Referees**

Please provide at least two professional referees. One referee should be your current or most recent employer.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	

7. **Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

Declaration

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.

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 Head or the School Business Manager [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the School Business Manager [as appropriate] for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. 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

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

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.

I have nothing to declare
(please delete as appropriate)

I enclose a confidential statement

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____

Date: _____

Please return your completed application form to: _____