



## Application Form for Employment – Support Staff

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

### Application for the position of

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#### Personal Details

Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process.

|  |                |
|--|----------------|
| First Name(s):   | Title:         |
| Surname:   | Date of birth: |
| Former name(s):  |                |
| Date of name change & reason for change (eg marriage): |                |
| National Insurance Number:                             |                |
| Address:   |                |
|  |                |
|  |                |
|  |                |
| Post code:   | Tel no:        |
| Mobile no:   | Email Address: |

## Employment History

(Please give details of your current or most recent employment)

|   |                         |           |
|---|-------------------------|-----------|
| <b>Position Title</b>                                 | <b>From</b>             | <b>To</b> |
| <b>Employer Name</b>                                  | <b>Salary</b>           |           |
| <b>Hours worked</b>                                   | <b>Period of notice</b> |           |
| <b>Reason for leaving</b>                             |                         |           |
| <b>Description of key duties and responsibilities</b> |                         |           |

**Previous Employment** (Please give details of all previous positions you have held since leaving school, starting with the most recent first).

| From | To | Employer | Position Title | Reason for leaving |
|------|----|----------|----------------|--------------------|
|      |    |          |                |                    |

**Please give details of any gaps in your employment history**

|  |
|--|
|  |
|--|

### Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.

**It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

**Relevant skills and experience continued**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the applicant to write their relevant skills and experience.

**Education/Qualification**

You will be asked to provide us with original copies of your qualifications, if you are offered the position.

| Qualification Taken | Grade | Name of Educational Establishment |
|---------------------|-------|-----------------------------------|
|                     |       |                                   |

**Training and Development**

Please provide details of all training and development undertaken relevant to this position within the last five years.

| Year Course Taken | Course Title | Outcome – grade achieved where relevant |
|-------------------|--------------|---|
|                   |              |   |

## Membership of Professional Bodies relevant to this position

| Body/Institution | Grade | By Examination/Election/<br>Assessment |
|------------------|-------|--|
|                  |       |  |

## Dates not available for Interview in the next 2 months

(If these dates are on the interview date, we will try and re-arrange but cannot guarantee this).

|  |
|--|
|  |
|--|

## Driving licence – for positions that involve driving only

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Do you hold a current, full, driving licence, which is valid for driving in the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

## Criminal Convictions

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>For positions working with children, families and vulnerable adults.</b>                   |                              |                             |
| <b>All positions at this school are exempt from the Rehabilitation of Offenders Act 1974.</b> |                              |                             |
| Have you ever been convicted or cautioned of a criminal offence?                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is the offence “spent” as defined by the Rehabilitation of Offenders Act 1974?                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have a criminal conviction which is unspent?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Or pending against you?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Are you related to any County Councillor in Gloucestershire, or Governor at the School or to any employee of the County Council or School or does your spouse/partner work for the Council or School? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>If yes, please provide details.</b>  |                              |                             |
| Seeking support for your application from the above person(s), either directly or indirectly, will disqualify you from appointment.   |                              |                             |

## References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We are unable to accept references from friends or family members. To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee's e-mail address.

It is school policy to take up references before interview.

|   |   |
|---|---|
| <p><b>Referee One: This referee must either be your current or previous employer</b></p> <p>Name: _____</p> <p>Job title: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p> | <p><b>Referee Two:</b></p> <p>Name: _____</p> <p>Job title: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone No: _____</p> |
|---|---|

If you are an applicant who is currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

If you are invited to interview relevant issues arising from your references will be taken up at interview.

All posts are subject to an enhanced DBS disclosure with Barred List Check.

To comply with Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.



**To help us monitor the success of our advertising, please state where you saw this position advertised.**

**This form should be returned to (e-mail and postal address)**

Personnel Department,  
Cheltenham Bournside  
School & Sixth Form Centre,  
Warden Hill Road,  
Cheltenham,  
GL51 3EF

[personnel@bournside.gloucs.sch.uk](mailto:personnel@bournside.gloucs.sch.uk)

**If you are successfully shortlisted to attend an interview we will then ask you to sign the three declarations below during the interview.**

**List 99 Declaration**

I certify that I am not disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC), I have no convictions, cautions, or bind-overs **OR** I have attached details of my record in a sealed envelope marked confidential.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Child Protection Policy Declaration**

I certify that I have read and understood the school's Child Protection Policy which is accessible on the schools website <http://www.bournside.gloucs.sch.uk/vacancies.asp> See Application Forms section.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Form Declaration**

I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the School will be entitled to terminate my employment without notice. Providing false information is an offence and could result in the application being rejected, or summary dismissal/police action if an applicant has been selected.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Equal Opportunities in Employment

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

### What is your ethnic group?

◆ Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background:

#### (a) White

- British
  - Irish
  - Any other White background
- please write in below*

#### (b) Mixed

- White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other mixed background
- please write in below*

#### (c) Asian or Asian British

- Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background
- Please write in below*

#### (d) Black or Black British

- Caribbean
  - African
  - Any other Black background
- Please write in below*

#### (e) Chinese or Other ethnic

- Chinese**
  - Any other
- Please write in below*

#### Would rather not state

### Data Protection

The information supplied on this form is being collected as part of the School's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the School to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.

**Applicant's self assessment  
(Please do not return this with your application form)**

The checklist will help you ensure your application form is completed fully and that you have demonstrated your skills and experience against the person specification.

|   | Completed ✓              |
|---|--------------------------|
| Have you completed all sections of the application form?  | <input type="checkbox"/> |
| Does your personal statement cover all the essential criteria of the person specification? The essential criteria are the minimum standard we expect for the role. If you do not meet the essential criteria, as a minimum, you may not be short-listed.  | <input type="checkbox"/> |
| Have you completed the personal details section fully? We will use this information to contact you, if you are selected to proceed to the next stage. Please ensure that you confirm on your application, how you wish to be contacted, either by letter or e-mail.   | <input type="checkbox"/> |
| Ensure that you send your application to the correct e-mail address or postal address. It is our preference that applications are received on-line or by e-mail.  | <input type="checkbox"/> |
| <p><b><u>Immigration (Restrictions on Employment) Order 2004</u></b></p> <p>We have a legal obligation to ensure the people we employ can legally live and work in this country. If you are successful with your application, we will ask you to provide documentary evidence that you can live and work in the United Kingdom. Further details will be provided, if your application is successful.</p> <p>Those applicants from outside the EEA and Switzerland who wish to apply for a job must ensure they meet the new criteria from the 1 November 2008. Information on the new criteria is available on <a href="http://www.ukba.homeoffice.gov.uk/workingintheUK">www.ukba.homeoffice.gov.uk/workingintheUK</a></p> | <input type="checkbox"/> |

**We look forward to receiving your application.**