**SUPPORT STAFF APPLICATION FORM**

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| **POSITION APPLIED FOR:**  |  |
| WHERE DID YOU SEE THIS POSITION ADVERTISED? |  |

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| **PERSONAL DETAILS** *(Please type or print)* |
| Title |  | Forenames  |  |
| Preferred Name |  |
| Surname |  | Previous Surnames |  |
| Address | Telephone Numbers |
|  | Home |  |
| Work |  |
| Mobile |  |
| Email |  | May we contact you at work? (Yes/No) |  |
| National Insurance Number |  | Do you have a valid driving licence? |  |
| Date of Birth |  | Do you require a visa to work in UK? (Yes/No) |  |
| Nationality |  | Working visa details if applicable |  |
| Special equipment or adjustments required |  |

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| **EDUCATION AND QUALIFICATIONS** *You may be required to provide specified original documents and, where appropriate, copies may be made and kept on file.*  |
| Name and Location | Dates Attended | Qualifications gained, starting with most recent e.g., PhD, Masters, Degree, A-Levels/GCSE(subject, level / grade and where relevant, the awarding body) |
| From (mm / yy) | To(mm / yy) |
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| **OTHER PROFESSIONAL QUALIFICATIONS** *(Professional memberships or training relevant to this post)* |
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| **EMPLOYMENT HISTORY** *Please provide details of all previous employment since leaving school starting with your most recent employment. You should include periods of self-employment and voluntary work.* |
| Present Appointment |  |
| Responsibilities |  |
| Employer (name and address) |  | Date started (mm/yy) |  |
| Current salary | £ |
| Reason for leaving |  |
| If appointed, when would you be able to start work at Bloxham School? |  |
| **PREVIOUS EMPLOYMENT** |
| Dates | Name of Employer | Job title and brief description of dutiesReason for leaving |
| From (mm/yy) | To (mm/yy) |
|  |  |  |  |
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*Please add additional boxes if necessary*

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| **EMPLOYMENT HISTORY GAPS***Please give details and dates for any gaps in your employment history, e.g., looking after children, sabbatical year* |
| Dates | Reason for Gap |
| From (mm/yy) | To (mm/yy) |
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| Do you know anybody who currently works at Bloxham School, including school governors? (if yes, please provide details) |  |

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| **PERSONAL STATEMENT** |
| *Please give below your reasons for applying for this job and tell us in your own words how your experience, skills and knowledge relate to the job description and job specification. You should also give us any other information which you feel would assist us in considering your application.*  |
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| **REFERENCES** *Please provide the names of two people who can comment on your suitability for this post. One referee must be your current or most recent employer. If you do not currently work with children, a reference will be required from your most recent employment involving work with children.* *Please note that references cannot be accepted from relatives or from referees writing solely in the capacity of friends. The two references must also be from different employers. It is our normal practice to seek references after shortlisting and prior to the interview stage. If you do not wish for your references to be requested prior to interview, please indicate below.**Bloxham School may approach any previous employer for the purpose of establishing whether the applicant has been subject to disciplinary action relating to children; has been subject to child protection concerns, whether or not these resulted in disciplinary actions being brought; and verifying qualifications and previous experience.* |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |
| Position |  |  |
| Can contact prior to interview? (Y/N) |  |  |

Bloxham School supports the principle of equal opportunities and opposes discrimination on the basis of age, sex, marriage and civil partnership, gender reassignment, race, disability, sexual orientation, religion or belief, pregnancy and maternity, and part-time or fixed-term employment (defined as Protected Characteristics).

The job which you are applying for involves substantial opportunity for access to children and it is therefore exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are therefore required to disclose any convictions or cautions you may have even if they would otherwise be regarded as ‘spent’ under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

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| Are you aware of any allegations that have been brought against you relating to contact with children? | Yes/No |
| Do you have any criminal convictions/cautions spent or otherwise? | Yes/No |

If yes, please provide details in a separate sealed envelope and write on the front ‘further confidential information relating to [your name]’. This envelope will only be opened if you are called forward for interview.

DECLARATION:

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by Bloxham School relating to the subject matter in this form, being processed by it in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service (DBS), the Secretary of State or a regulatory body. I understand that, if my application is successful, any offer of employment will be subject to satisfactory references, identity checks, an enhanced DBS disclosure and a declaration of medical fitness.

I understand that, to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

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| Signed |  | Dated |  |

Candidates called forward for interview who have submitted this form electronically will be required to sign and date a paper copy.