**Job Application Form – Support/General Staff**

Please ensure that you complete all sections of the form, along with a covering letter to support your application. Please complete the form in black ink. Please be advised that CVs are not accepted.

Tring School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that all successful appointments are subject to an Enhanced DBS check. Please see [**Keeping Children Safe In Education 2023**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf)  Part Three: Safer recruitment.

|  |  |
| --- | --- |
| Post Applied for: |  |
| How did you hear about this post? |  |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name (s) |  | Title |  |
| Surname |  | | |
| Home Address |  | | |
| Postcode |  | | |
| Telephone (Home) |  | | |
| Mobile |  | | |
| Email |  | | |
| National Insurance  Number |  | | |

**CURRENT / LAST EMPLOYMENT**

|  |  |
| --- | --- |
| Position Held |  |
| Name of Employer |  |
| Address |  |
| Start to end date |  |
| Current salary |  |
| Brief description of roles and responsibilities |  |
| Reason for leaving |  |
| Notice required |  |

**PREVIOUS EMPLOYMENT**

Please list in chronological order, with precise dates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position held and name of employer | Roles and responsibilities | Start date | End date | Reason for leaving |
|  |  |  |  |  |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School (name of establishment) | From | To | Qualifications Awarded |
|  |  |  |  |
| Higher Education (name of establishment) | From | To | Qualifications Awarded |
|  |  |  |  |

**ADDITIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Provider | Duration | Dates | Qualification Awarded |
|  |  |  |  |  |

**ANY OTHER RELEVANT WORK EXPERIENCE**

Please leave blank if not applicable

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Provider | Duration | Dates | Qualification Awarded |
|  |  |  |  |  |

**PERSONAL INTERESTS**

|  |
| --- |
|  |

**DECLARATION OF CRIMINAL OFFENCES**

The school is required to give you the opportunity to voluntarily declare all cautions, bind-overs, pending prosecutions, spent and unspent convictions. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS (Disclosure & Barring Service). The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. Failure to disclose spent or unspent convictions **may** result in a job offer being withdrawn, or in disciplinary action being taken.

Please declare below, whether or not you have anything to declare:

|  |
| --- |
|  |

**GENERAL DATA PROTECTION REGULATIONS 2018**

I certify that the information given above is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, completed DBS, proof of identity and right to live and work in the UK.

I give consent for personal information, provided as part of this application, to be held in accordance with GDPR (General Data Protection Regulations). For further information regarding how data is used, please read Tring Schools’ Privacy Notice (detailed on the Tring School website).

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**DECLARATION**

|  |
| --- |
| Are you a relative or partner of any employee, pupil or governor/trustee of the school? YES/NO  If yes, please give details below: |
|
| Has someone else completed this form on your behalf? YES/NO  If yes, please provide the person’s name and an explanation below: |
|
| Have you ever lived abroad for a period of more than six months? YES/NO  If yes, please provide details below: |
| Please indicate whether you have the right to work in the UK? YES/NO  If no, please provide details below: |

**INTERVIEW**

Please indicate if you require any special requirements if you are called for an interview

|  |
| --- |
|  |

**REFERENCES**

Please give full details of two **PROFESSIONAL** referees who may be approached now. References from friends or relatives are **NOT** acceptable. We only accept email addresses as a form of contact. Please note that as part of due diligence checks online searches will be taken out on short listed candidates only.

If you are currently employed as a teacher, one referee must be your present Headteacher.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Relationship to you |  |
| Email address |  |
| Are you happy for us to contact them? |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Relationship to you |  |
| Email address |  |
| Are you happy for us to contact them? |  |

We prefer to receive applications electronically to hr@tringschool.org

Receipt of this application may not be acknowledged unless specifically requested

**PLEASE NOW COMPLETE A COVERING LETTER AS PART OF YOUR APPLICATION**

Please note that this letter is in place of a person specification form and should contain information relevant to your application and suitability for the role.