

Hertfordshire County Council  
Job Application Form  
(Support Staff in Schools)

Post Applied for:

at:

School

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

**For guidance on completing this form, please look at the Guidance Notes – Support Staff document**

**PERSONAL DETAILS (block capitals please)**

<b>Surname/Family Name:</b>	<b>Preferred Title:</b>
<b>First Name(s):</b>	<b>Previous Surname:</b>
<b>Home Address:</b>	
	<b>Email:</b>
	<b>Telephone (Home)</b>
	<b>Telephone (Work)</b>
<b>Post Code:</b>	<b>Telephone (Mobile)</b>

**CURRENT OR MOST RECENT EMPLOYMENT**

<b>Employer's Name:</b>		
<b>Department/Section:</b>		
<b>Address:</b>		
<b>Job Held:</b>	<b>Grade:</b>	<b>Salary:</b>
<b>Date Started:</b>	<b>Are you still employed? Yes/No.</b>	
If <b>YES</b> , amount of notice required	or, if <b>NO</b> , the date employment ended:	

**Brief description of the main duties of your job:**

:

**PREVIOUS EMPLOYMENT DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

From	To	Name and Address of Employer	Job Title	Reason for Leaving

**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

Dates Attended From / To	Name(s) and Address(es) of Secondary School/College/ University or other	Qualifications gained (State:level/grade/date achieved)

**LEISURE INTERESTS**

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

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**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Institute/Professional Body	Current Level of Membership (e.g. corporate)	Membership Number
Please give details of your involvement with these bodies (e.g. attendance at meetings)		

<b>TRAINING AND DEVELOPMENT</b>
Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

## REFERENCES

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer. References from friends or relatives are not acceptable.**

<b>1) Name:</b>	<b>Status:</b>
<b>Address:</b>	
:	
<b>Telephone:</b>	
<b>2) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

<b>From what source did you learn of this vacancy?</b>	
<b>Are you a relative or partner of any employee or governor of the School?</b>	Yes/No
If yes, please give details: .....	
<b>Has someone else completed this form on your behalf?</b>	Yes/No
If yes, please provide the person's name and an explanation:	

**CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

From 1<sup>st</sup> December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. 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; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

**THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK

**DECLARATION**

I certify that the information given above and overleaf is correct to the best of my knowledge.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

**Signature:**

**Date:**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**YOU NOW NEED TO COMPLETE THE ENCLOSED  
PERSON SPECIFICATION FORM**