

# Application Form Professional or Support role

POST	SCHOOL/SERVICE
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Please ensure that you return this form on or before the date and time stated in the advertisement

## Personal Details

FIRST NAME(S)		
SURNAME	TITLE	
HOME ADDRESS		
TOWN/CITY	COUNTRY	POSTCODE
TELEPHONE	MOBILE	EMAIL

NI NUMBER

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Permission to work in the United Kingdom (UK)

Are there any restrictions on your rights to work in the UK? (TICK AS APPLICABLE) YES  NO

IF YES, PLEASE PROVIDE FURTHER INFORMATION

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PLEASE NOTE: PERMISSION TO WORK WITH A PREVIOUS EMPLOYER OR IN A PREVIOUS POST IS NOT TRANSFERABLE

## Qualifications and Training

DETAILS OF DEGREES/DIPLOMAS AND ANY OTHER QUALIFICATION OBTAINED OR IN PROGRESS					
Name of college, university or other institution, location	Inclusive dates Month & Year		Type of Degree/ Course title	Grade/Class (or state if still in progress)	Main subject
	From	To			

SECONDARY SCHOOL(S) OR EQUIVALENT		
Name of school/college, location	Examinations passed	
	Date	Subjects (with grades)

DETAILS OF ANY RELEVANT SHORT COURSES ATTENDED IN THE PAST FIVE YEARS

Date	Course Title	Provider

### Employment history

DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT

Name and address of employer	Position held	Full/ Part time	Inclusive dates Month & Year		Reason for leaving (if applicable)
			From	To	

PAYSCALE/OR GRADE AND CURRENT SALARY. ALSO INDICATE ANY ALLOWANCE(S) AWARDED AND LEVEL OF PAYMENT

TYPE OF Payscale/ OR GRADE	CURRENT SALARY
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PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR OTHER ACTIVITIES

Please complete with most recent employment/other activities first, detailing gaps between employment/other activities, e.g. bringing up family, time spent travelling, periods of unemployment etc. Please include any voluntary work or school based work experience

Employer/Organisation	Nature of business	Position held	Full/ Part time	Inclusive dates Month & Year		Reason(s) for leaving
				From	To	

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## LEISURE ACTIVITIES

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

## Personal statement in support of application

In this section you are asked to detail how your knowledge, skills and experience, or any other factors, relate to the criteria listed on the person specification and job description. This section is **very important and enables you to demonstrate any successes or impact evidence you have to support your application.**

## Referees

Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current line manager/last employer. If your employer is/was a school, the referee provided must be the Headteacher. Our normal practice is to take up references prior to interview.

### REFEREE 1. CURRENT OR MOST RECENT EMPLOYER

NAME	ADDRESS
STATUS	NAME OF EMPLOYER
TELEPHONE	EMAIL

May we contact prior to interview? YES

### REFEREE 2.

NAME	ADDRESS
STATUS	NAME OF EMPLOYER
TELEPHONE	EMAIL

May we contact prior to interview? YES

## Declaration of criminal offences

The school is required give you the opportunity to voluntarily declare all cautions, bindovers, pending prosecutions, spent and unspent convictions. You will be provided with a self-declaration form by the school shortly. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant's consent. This applies where the type and level of check are identical and in the same workforce area (e.g. schools).

Please confirm if you currently subscribe to the update service: YES  NO

## Declaration

Do you have a close relationship with, and/or are you related to, anyone in school or a school governor?

YES <input type="checkbox"/>	NO <input type="checkbox"/>	(TICK AS APPROPRIATE)	IF YES, STATE DETAILS
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I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.

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 understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I hereby declare that information given on this form is complete and accurate.

NAME	SIGNATURE
DATE	

You will be asked to sign this at interview which then makes it a legal document

## Childcare (Disqualification) Regulations 2009

The Department for Education (DfE) has revised its Statutory Guidance "Keeping Children Safe in Education".

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

**Upon appointment an education setting may, therefore, require you to sign a declaration confirming that you are not disqualified under those Regulations from working in schools.**

## How did you find out about this job?

(PLEASE TICK OR STATE AS INDICATED)

Advertisement on Teach in Herts website

Other (Please Specify)

Advertisement on the TES website

Advertisement in Times Education Supplement