# CONFIDENTIAL



SCHOOL SUPPORT STAFF APPLICATION FORM FOR A POST AT MOUNT HOUSE SCHOOL

**NAME OF CANDIDATE:**

Before you begin please check that you have the following:-

1. Application Form
2. Disclosure Form

**PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO MOUNT HOUSE SCHOOL, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

DETAILS OF ROLE APPLIED FOR

|  |  |
| --- | --- |
| Application for the position of: | |
| Full Time: Part Time: Job Share: | |
| At: |  |
| At which the Board of Directors are the employer of staff | |
| In the Local Authority of: | |
| Please state where (or how) you first learned of this vacancy: | |

1. ***APPLICANT’S PERSONAL DETAILS***

|  |
| --- |
| 1.1  1.1.1 Title:  1.1.2 Surname:       1.1.3 First Name(s):  1.1.4 Known as (if applicable):  1.1.5 Any former name(s): |
| 1.1.6 Address: |
| 1.1.7 If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:  **Address Dates**        1.1.8 Telephone numbers:  Home:       Mobile:       Work:  1.1.9 Email Address:  1.2 How do you prefer to be contacted?:  1.3 National Insurance No.: |

1. ***DETAILS OF APPLICANT’S PRESENT EMPLOYMENT***

|  |
| --- |
| 2.1 Are you presently employed? Yes: No:  If no, please proceed to the next section.  2.2 Name and address of Employer:  2.2.1 Post title:  2.2.2 Local Authority (if applicable):  2.2.3 Permanent: Temporary:  2.2.4 Full time: Part time: Job share:  2.2.5 Date of Appointment:  2.2.6 Notice Required/date Notice due to expire:  2.2.7 Reason for leaving (if applicable):  2.2.8 Gross annual salary:  2.2.9 Description of key duties/responsibilities:  2.2.10 Current Salary |

1. ***APPLICANT’S EMPLOYMENT HISTORY AND WORK EXPERIENCE***

|  |
| --- |
| 3.1 Please complete in chronological order, **starting with the most recent**:  **Employer’s Name, Address and nature of business Full or Part Time Job Title and brief description of duties and responsibilities Dates employed**  **Month/**  **Year**  **Reason**  **for Leaving**  **From**  **-**  **To**    *-*      *-*      *-*      *-*      *-*      *-* |

|  |
| --- |
| * 1. If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.   **Dates (from – to) Activity**  -          -          -          -        -   * 1. Please confirm whether you have ever been ordained and/or been a member of a religious community.   Yes: No:  If yes, please provide details:- |

1. ***POST-11 EDUCATION AND TRAINING***

|  |
| --- |
| Please complete in chronological order, **starting with the most recent**  **Full name and address of establishment Full time or part time Qualifications, date Award made and Awarding Body Dates Attended**  **Month/**  **Year**  **From**  **-**  **To**    *-*      *-*      *-*      *-*      *-*      *-*      *-* |

1. ***INTERESTS AND HOBBIES***

|  |
| --- |
| Please list your interests and hobbies outside of work: |

1. ***SUPPORTING STATEMENT***

|  |
| --- |
| Please provide a written statement of **no more than 1,300** words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying. |
|  |

1. ***REFERENCES***

|  |
| --- |
| 7.1  Present School/Employer:  Name:  Address:  Designation (if applicable):  Telephone:  Email:  Previous School/Employer:  Name:  Address:  Designation (if applicable):  Telephone:  Email:  Previous School/Employer:  Name:  Address:  Designation (if applicable):  Telephone:  Email:  Notes: (i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.  (ii) If any of your referees knew you by another name, please specify that name(s) here: |
| 7.2 Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Board of Directors or any current employees of the Board of Directors?  Yes: No:  If yes, please complete the following:  **Name of Director / Academy Trust Company member/employee Relationship to you** |

1. ***DISCLOSURE OF CRIMINAL AND CHIILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS***

|  |
| --- |
| 8.1 The Board of Directors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.  Yes: No:  If yes, please provide details:-    8.2 By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):  8.3 In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking the box below you hereby consent to a DBS Check being made to the Disclosure and Barring Service (“DBS”): |

1. ***REHABILITATION OF OFFENDERS ACT 1974***

|  |
| --- |
| If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form. |

1. ***IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006***

|  |
| --- |
| The Board of Directors will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 18 of the Notes to Applicants. By checking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested: |

1. ***DECLARATION***

|  |
| --- |
| If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.  Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.  You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.  By signing below, I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.  I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults  Signature:  Date: |

**DOCUMENTS TO BRING ALONG TO INTERVIEW**

**Please see the list below of documents to bring with you if you are invited to interview.**

Copies of these will be taken in preparation of a position being offered. If a position is offered to you this will enable Mount House to commence the DBS process. If, however, you are unsuccessful in your application these will be destroyed.

1. Teaching and Qualification certificates
2. Three items of identification which must include; current passport and or driving licence as photo ID, Birth certificate issued within three months of birth, Marriage certificate, utility bill or bank statement issued within the last three months.
3. Full five year address history
4. If married, maiden name and date of marriage
5. Date and details if there has been another form of name change
6. Exact town and county of birth.

|  |
| --- |
| **Additional Pages**  Name:       Date of Birth:  Position applied for: |
|  |
| **Additional Pages**  Name:       Date of Birth:  Position applied for: |
|  |