**STRICTLY PRIVATE & CONFIDENTIAL**

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| **HAYBROOK COLLEGE**  **SUPPORT STAFF APPLICATION FORM** | | | | | |
| **POST TITLE: \***(*this field must be completed)* | | | \* | | |
| **CLOSING DATE:** | | |  | | |
| *Please use* ***black ink*** *to complete this form or complete electronically and return by EMAIL to* ***Jenny Tsang*** *at*[**recruitment@haybrookcollege.co.uk**](mailto:recruitment@haybrookcollege.co.uk)**. *N.B. Application forms which are incomplete and / or are not received by the closing date will not be considered. Curriculum Vitaes will not be accepted without an application form.*** | | | | | |
| Surname | | | | Forenames | |
| Previous Surnames | | | | Preferred Title (e.g. Mr, Miss, Mrs, Ms) | |
| Home Address    Postcode | | | | Home Telephone | |
| Mobile Telephone | |
| Email Address\*\* | | | | Work Telephone (if it is convenient for contacting you) | |
| \*\* If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box | | | | | |
| **PRESENT EMPLOYMENT**  *(If currently unemployed please give details of last employer****)*** | | | | | |
| Employer Name, address and telephone number | | | | | |
| Date of commencement | Job Title | | | | Date appointment ended |
| Please give a brief description of your duties | | | | | |
| Present basic salary: | | Notice required: | | | |
| Full or part time  Hours per week | | Reason for leaving: | | | |
| Additional payments or benefits: | | | | | |

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| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full time education. Start with the most recent employer first. Please use a separate sheet if necessary*. ***All*** *gaps in employment* ***must*** *be accounted for, please see below.\** | | | | | | | | | |
| **Dates** | | | | **Employer’s name & address**  **(Nature of business)** | | | **Position, brief description of job and salary** | | **Reason for leaving** |
| **From**  **(dd/mm/yy)** | **To**  **(dd/mm/yy)** | | |
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| Voluntary/Unpaid Activities | | | | | | | | | |
| From | | To | | | **Position** | | **Brief details of duties** | **Name of organisation** | |
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| \*Periods when not employed  ***All*** *gaps/periods between jobs must be accounted for. Please provide details of and reasons for all periods of unemployment or the details of and reasons for any gap in employment.* | | | | | | | | | |
| Start date (dd/mm/yy) | | | Finish date (dd/mm/yy) | | | Reason | | | |
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| **SECONDARY EDUCATION**  *(You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all original certificates which will be copied at interview)* | | | | | | | |
| **Dates** | | **Name & address of School** | | **Examinations Passed** | | | |
| **From (dd/mm/yy)** | **To**  **(dd/mm/yy)** |  | | Awarding body | Qualification | Grade | |
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| FURTHER EDUCATION *(You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all original certificates which will be copied at interview)* | | | | | | | |
| **Dates** | | **Name & address of College / University** | **Examinations Passed** | | | | |
| **From (dd/mm/yy)** | **To (dd/mm/yy)** |  | **Awarding Body** | | Qualification | Grade | |
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| **Other Qualifications held including vocational qualifications** | | | **Dates Awarded** | | | | |
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| Are you a member of any professional body/professional association/professional institute? Yes  No  **If yes**, please specify: | | | | | | | |
| SUPPLEMENTARY QUESTIONS | | | | | | | |
| Are you entitled to work in the UK? (You will be asked to provide evidence) | | | | | | Yes | No |
| Do you hold a full valid driving licence? | | | | | | Yes | No |
| Do you have the daily use of a car? | | | | | | Yes | No |
| Have you previously sought employment with Haybrook College?  **If yes,** please give details on a separate sheet | | | | | | Yes | No |
| The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that, when applying for certain jobs and activities, certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found at **NACRO** and **UNLOCK**.  **NACRO’s Criminal Record Support Service** is the UK’s dedicated, confidential, national resettlement helpline and online service. They provide expert advice and advocacy to people with criminal records. <https://www.nacro.org.uk/news/nacro-news/dbs-filtering-regime-changes-to-comeintoeffect-end-of-nov/>  **UNLOCK** is an independent charity, providing trusted information and advice services for people with convictions.  <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>  **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**  **Yes**  **No**  **Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020? Yes  No**  **If yes to either question and you are shortlisted for interview, you will be required to provide details of the offence(s) prior to the interview.** | | | | | | | |
| Do you have a personal relationship with any employees of the school or a member of the Trustee Board of Haybrook College Trust? Yes  No  **If yes**, please give details | | | | | | | |
| Do you have a personal relationship with any pupils currently attending Haybrook College? Yes  No  **If yes**, please give details | | | | | | | |
| What are your interests? | | | | | | | |
| Website or publication in which advertisement was seen | | | | | | | |
| Do you have a disability? Yes  No  **If yes**, please state what type of adjustments to arrangements that would assist you in overcoming any disadvantage your disability might otherwise cause you during the recruitment and selection process (to include the arrangements for interviews) and / or at work. | | | | | | | |

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| **REFERENCES** | |
| Please give the names and addresses of two referees, whom we may ask about your suitability for the post. Referees must not be related to you. One of your referees **MUST** be your present or last employer or Head Teacher/Tutor. If you are a school/college leaver, please give the name and address of the Head Teacher/Tutor from your last school and also the manager of your most recent work experience placement – if applicable. (Internal candidates: Please note your line managers must be one of the referees).  If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. **Please note that as part of our commitment to safeguarding the welfare of children and young people we** **may need to approach your current and any previous employer and it is our policy to obtain all references prior to interview**. | |
| Name of referee: (present or most recent employer) | Name of referee: (preferably from a recent employer) |
| Job Title: | Job Title: |
| Name and address of organisation:    Postcode: | Name and address of organisation:    Postcode: |
| Email address | Email address |
| Telephone number | Telephone number |
| Relationship to you: | Relationship to you: |
| Do you give your consent for the School to contact this referee prior to interview?  Yes  No | Do you give your consent for the School to contact this referee prior to interview?  Yes  No |

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| **DECLARATION** | |
| I declare that the information set out in this application form is true, accurate and complete. I understand that if my application is incomplete this form may be returned to me for completion before it can be considered, or it could lead to my application being rejected. I also understand that if I have omitted facts that may have a bearing on my application or if there are any anomalies on this form these will be explored by the School. Any false statement will result in rejection as a candidate and/or summary dismissal if appointed, and if appropriate, possible referral to the police.  In accordance with the General Data Protection Regulations 2018, I expressly agree that the School may use and process the information on this form as necessary, and for any legitimate purposes of the School.  **For the following statements please tick the appropriate box** 🗹   * I have not been placed on either the Children’s List or the Adult’s Barred List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body, e.g. the DfE and / or National College for Teaching and Leadership. I have no convictions, cautions, warnings, prosecutions or bindovers, present or pending. 🞎 * I will provide details of my record referred to above in a sealed envelope marked confidential if I am shortlisted for the role. They will only be taken into account if we consider they are relevant to the role you have applied for, in which case we will ask you relevant questions at interview. 🞎 * I understand that if I am successful, my employment will be subject to Enhanced Disclosure Barring Serviceclearance that is deemed to be satisfactory to the School. I agree to Haybrook College carrying out pre-employment screening relevant to my application. 🞎 * I accept that if my application contains my electronic signature, I have therefore signed the declaration as detailed above and the School will consider my application form to have been signed by me as though I had provided my handwritten signature. 🞎 | |
| Signed | Date |

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| **PERSONAL STATEMENT\***  ***(\*Please see Candidates guidance notes enclosed)*** |
| Please give your reasons for applying for this position. Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post. You may draw on experiences you have gained outside of employment. **In particular please explain, providing clear examples of how you meet the person specification, as you will be shortlisted against these criteria. Please ensure your Personal Statement does not exceed 2 pages of A4 and must be typed in font size 11 only.** (\*See the Candidates Guidance Notes). |
| **PERSONAL STATEMENT Continued** |

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| **RECRUITMENT MONITORING FORM** |

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| S T R I C T L Y C O N F I D E N T I A L |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process.**

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| **Application for the post of:** |

Haybrook College aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, the Council requests that all applicants complete this form. In accordance with Data Protection Act 1988, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

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| **What is your Ethnic Group**  Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background | |
| **A. White**  British  Irish  Any other White background, please write in:    **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in:    **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background, please write in: | **D. Black or Black British**  Caribbean  African  Any other Black background, please write in:    **E. Chinese or other ethnic group**  Chinese  Other, please write in    **F. I do not wish to provide this**  **information.** |

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| **Gender**  Male  Female  Other |

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| **Disability –** Do you have a disability? If so, please state what type of adjustments to working arrangements would assist you in overcoming any disadvantage that your disability might otherwise cause you at work.    Please tick one box. | | | |
| 00 - None. |  | 06 - You have mental health difficulties. |  |
| 01 - You have a specific learning difficulty (for example dyslexia). |  | 07 - You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition. |  |
| 02 - You are blind or partially sighted. |  | 08 - You have two or more of the above. |  |
| 03 - You are deaf or hard of hearing. |  | 09 - You have a disability, special need or medical condition that is not listed above. |  |
| 04 - You use a wheelchair or have mobility difficulties. |  | 10 - I do not wish to provide this information. |  |
| 05 - You have Autistic Spectrum Disorder or Asperger Syndrome. |  |

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| **Present Status**  Internal Applicant  External Applicant |

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| **Date of Birth**        (dd/mm/yyyy) Age |

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| **Media**  Please state where you saw this post advertised: | | |
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| Word of mouth |  |  |
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| Haybrook College website |  |  |
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| Other website, please state: |  |  |
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| Local newspaper, please state: |  |  |
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| Professional/trade journal, please state: |  |  |
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| Other, please state: |  |  |
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