**Adcote School for Girls Application Form (Support Staff)**

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| Position applied for: | | | |
| **National Insurance Number:** | | | |
| Title : | Forename(s): | | Surname: |
| Address: | | Former name: (including maiden name) | |
| Postcode: | | Preferred name: | |
| Date moved to this address: Month & Year | |  | |
| If less than 5 years please provide all previous addresses for past 5 years. | | | |
| Previous address | | Previous address: | |
| Postcode: | | Postcode: | |
| Date moved in:  Date moved out: | | Date moved in:  Date moved out: | |

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| Home telephone: Mobile:  Email: |

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| 2. General |
| Please provide full details of membership of any professional bodies  **\_\_\_\_\_\_\_\_ \_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| 3. Academic and Vocational Qualifications  Please provide details of all academic and vocational qualifications: | | | |
| Award/Qualification | Awarding Body | Date Obtained | Grade |
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| 4. Professional Development |

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| Long Courses (Attended during the last 3 years) | | | | |
| Name of Course (and award if gained) | Provider | Ftime/Ptime or Seconded | From | To |
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| Short Courses (Attended during the last 3 years) | | | | |
| Name of Course | Provider | Ftime/Ptime or Seconded | From | To |
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| 5. Outside Interests |
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| 6. Career History | | |
| Please provide full details of all positions held in employment, self-employment and unpaid work since leaving secondary education.  Please start with your current or most recent employer and in each case the reason for leaving employment. | | |
| Employer Details (including dates, beginning with most recent) | Position held: | Reason for leaving |
|  |  |  |
| Dates of Employment | From Month/Year | To Month/Year |
| Salary –basic (Please indicate spine point) | Additions (Please indicate responsibility points, London Allowance etc) | |
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| Total Current Salary |  | |

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| **Employer History Continued** | **Position held** | **Reason for leaving** |
|  |  |  |
| Dates of Employment | From Month/Year | To Month/Year |

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| **Employer History Continued** | **Position held** | **Reason for leaving** |
|  |  |  |
| **Employer History Continued** | **Position held** | **Reason for leaving** |
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| Dates of Employment | From Month/Year | To Month/Year |

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| 7. Please provide explanations for any periods not in employment, further education or training. |
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| 8. Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post. |
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| 9. Please confirm if you know any existing employee or volunteer at the School and if so, please provide full details of how you know them. |
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| 10. Referees: Please provide three professional referees. One referee should be your current or most recent employer. | |
| **Reference 1**  **Do you give permission for reference to be requested prior to interview Yes/No** | |
| Name |  |
| Address |  |
| Position |  |
| Tel No. |  |
| Email |  |
| **Reference 2**  **Do you give consent for reference to be requested prior to interview Yes/No** | |
| Name |  |
| Address |  |
| Position |  |
| Tel No. |  |
| Email |  |

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| **Reference 3**  **Do you give consent for reference to be requested prior to interview Yes/No** | |
| Name |  |
| Address |  |
| Position |  |
| Tel No. |  |
| Email |  |

**Unless we hear differently from you, we will contact referees immediately you are shortlisted.**

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| 11. Data Protection  The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.  To ensure fair treatment, lawful processing of data, and compliance with admission rules, Adcote School for girls complies with:  *The Equality Act 2010*  *Rehabilitation of Offenders Act 1974*  *Data Protection Legislation (UK GDPR/DPA 2018)*  *Keeping Children Safe in Education 2025 (KCSIE)* |

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| 12. Declaration  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal  Name……………………………………………………..  Signature…………………………………………………  Date……………………………………………………….  Where did you hear of this position?.................................................................................. |

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found on our website www.adcoyteschool.co.cuk which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect information from the application form in order to take a decision as to recruitment. Please see the recruitment policy for more information on what data is collected.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please return your completed application form to: Lucy Capener, School Secretary