

**Confidential – Support Staff Application Form**

Thank you for applying to join us at Shiplake College. The information on this form will be treated as confidential.

So that we compare candidates fairly this form is the only documentation we consider when screening applications. Therefore, **please do not** send a CV, written references, examples of work or other supporting information unless it is specifically requested.

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| **Position Applied For:** |
| **Where did you see this position advertised?**  (Please specify exact website or publication) |
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| **Personal Details** |

Title: Date of Birth (Optional):

Surname: First Names:

Previous Surname(s): National Insurance No:

Address: Home Telephone No:

Mobile Telephone No:

Postcode: Email Address:

Postcode:

Are you eligible for employment in the UK (delete as appropriate)? Yes / No

Passport number:

If you have a work permit, please provide expiry date:

Do you hold a current Driving Licence (delete as appropriate): Yes / No

If you hold a current Driving Licence, please answer questions below:

Do you have any current endorsements (delete as appropriate)? Yes / No

Have you passed a school minibus-driving test? Yes / No

*(i.e. you have a D1 (with no restriction) PCV Licence)*

Do you have a First Aid Certificate e.g. Level 3 First Aid at Work/

Emergency First Aid at Work Yes / No

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| **Details of Online Profile** |
| *Keeping Children Safe in Education* (**KCSIE**)asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts; * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the College should be aware.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the College access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. |
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| **Employment History** |

Please complete details of your present and previous employment since leaving full time education as requested below. Please include any part-time or voluntary employment continuing on a separate sheet if necessary.

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| **Current/Most Recent Employment** |
| Post held: Employer:  Current Salary: Address:  Other Benefits:  Employment From (MM/YYYY): Employment To (MM/YYYY): |
| For this employment, please give a brief summary of duties, responsibilities and achievements: |
| Reason for Leaving:  Length of Notice Period Required: |

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| **Previous Employment**  *(Please indicate the most recent previous employment first continuing on another sheet if necessary)* | | | | | | |
| Date  (MM/YYYY)  From To | | | | Name of Employer | Job Title and Main  Responsibilities | Reason for Leaving |
| MM | YYYY | MM | YYYY |  | | |
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| **Employment/Education Gaps**  If there are any gaps in your employment or education history (to date), please explain them here |
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| Other qualifications or training  Please provide details of any qualifications or training that you have received which you consider to be relevant to the role |
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| Interests  Please give details of your interests, hobbies or additional skills |
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| **Education and Qualifications**  Evidence of qualifications will be required if shortlisted for interview | | | | | | | |
| Please give details of **Secondary** and **Further Education** including any A Levels or equivalent vocational courses *(indicating the most recent one first)* | | | | | | | |
| Date  (MM/YYYY)  From To | | | | College/Other Institution (and name of awarding body) | Qualifications Obtained | Grade or Level | |
| MM | YYYY | MM | YYYY |  | | | |
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| Please give details ofany **Higher** Education and any equivalent courses *(indicating the most recent one first)* | | | | | | | |
| Date  (MM/YYYY)  From To | | | | College/Other Institution (and name of awarding body) | Qualifications Obtained | | Grade or Level |
| MM | YYYY | MM | YYYY |  | | | |
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| Please give details ofanyother **Professional** or **Vocational** qualifications you hold that are relevant to your application. Please include any ICT and CPD (Continuous Professional Development) courses and awards | | | | | | |
| Date  (MM/YYYY)  From To | | | | College/Other Institution (and name of awarding body) | Qualifications Obtained | Grade or Level |
| MM | YYYY | MM | YYYY |  | | |
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| **Referees** |
| Please supply the names and contact details of at least two referees who can comment on your suitability for this position. **One must be from your current or most recent employer**. **In all circumstances the information given should be for the Headteacher or HR Department.** (**Note:** If you are not currently working with children but have done so in the past, the second referee must be the employer for whom you were most recently in work with children. References will not be accepted from relatives or persons who only know you as a friend). The College reserves the right to take up references from any previous employer.  Please note that we will contact these referees if you are shortlisted for this post and with your permission will seek references **before** interview. In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please contact our HR Manager on 0118 940 2455 to discuss the issue. |
| Name: Position:  In what capacity do you know the referee?  Name of Organisation:  Address:  Telephone No: Email:  May we contact them before interview? Yes / No |
| Name: Position:  In what capacity do you know the referee?  Name of Organisation:  Address:  Telephone No: Email:  May we contact them before interview? Yes / No |

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| **Health**  If your application is successful, you will be asked to complete a medical questionnaire and may be subject to a medical examination. | |
| Are there any reasonable adjustments you might require to be made to attend an interview? If ‘Yes’, please give details below. | Yes / No |
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| **Conflict of Interest** |  |
| 1. In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, are you related to, or do you maintain a close relationship with, an existing employee, volunteer, Governor or Trustee of the College? | Yes / No |
| If yes, please provide brief details below. | |

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| **Working in the UK** | Please delete as appropriate |
| Do you have any restrictions on taking up employment in the UK? | Yes / No |
| If you have answered **yes**, please answer the following two questions: |  |
| 1. Do you require a work visa to be employed in this country? | Yes / No |
| 1. If you possess a work visa please give details: | |
| 1. If you have any other conditions related to your employment in this country, please give full details: | |
| **Work Overseas**  If you have lived outside the UK, for more than three months, please detail below the relevant countries and time periods. You will need to supply a Police Certificate of Good Conduct from that country should your application be successful. | |
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| **Disclosure and Barring Service checks, criminal record and Children’s Barred List** |
| Please be aware that the College applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the College which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application. Employment with the School is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and/or code of practice published by the DBS.  The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration section of this form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment criteria set out in the College's 'Recruitment, selection and disclosure policy and procedure'. |

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| **DBS Update Service** | | |
| If you are registered with the DBS Update Service, please sign below to authorise Shiplake College to access your DBS certificate through the Update Service should your application be successful. | | |
| Signed: | Date: | Most recent  Certificate No: |

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| **Personal Statement** |
| With the help of the candidate pack that you obtained with this application form, please demonstrate, **using examples**, your suitability for this position and what qualities you would bring to Shiplake College. Please also include your reasons for applying for, and interest in, this position. Please either use the space below, or a separate sheet. |
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| **Declaration – Please Read Carefully** |
| For the purposes of the General Data Protection Regulation 2018, I consent to the information contained in this form, and any information received by or on behalf of Shiplake College relating to the subject matter of this form, being processed by them in administering the recruitment process.  If my application is successful the subject matter of this form will be used in the induction and onboarding process including, but not limited to, adding my personal phone numbers to the staff phone list and sharing my personal email address for pre-induction set up.  I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulating body.  I understand that knowingly giving false information, or omitting any relevant information, could result in the withdrawal of any offer of appointment, or my summary dismissal at any time in the future, and possible criminal prosecution.  Signed: Date:  Printed Name:  Please: **Either** return this form via email to [jobs@shiplake.org.uk](mailto:jobs@shiplake.org.uk) together with a letter of application. If it is sent electronically, you will be required to sign and date this form, if invited to attend an interview. **Or** print this form off and send a signed hard copy and a letter of application to the HR Department, Shiplake College, Henley-on-Thames, Oxfordshire, RG9 4BW.  Please note it is our policy not to provide feedback if you are unsuccessful in being shortlisted. |

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| **General Data Protection** |
| The information that you provide on this form and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you give us may also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected, with third parties or with other information held by us. Your details will not be passed to any third parties unconnected with Shiplake College, except where required by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with the General Data Protection Regulation 2018. |

All offers are subject to:

* A Children’s Barred List Check
* Right to work checks
* Satisfactory medical clearance
* At least two references satisfactory to the College
* Proof of qualifications relevant to the post
* A satisfactory certificate from the Disclosure and Barring Service
* Overseas police check where necessary
* Teacher prohibition order check (where appropriate for the role)

Shiplake College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Shiplake College is also committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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