|  |  |  |
| --- | --- | --- |
| **SUPPORT STAFF POST APPLICATION FORM** | | |
| **Position applied for :** | | |
| **PERSONAL DETAILS** | | |
| Surname :  Title Mr/Mrs/Miss/Ms/Dr : | | Forenames : |
| Age | Date of Birth | National Insurance No : |
| Permanent Address :  Telephone No : | | Address for correspondence (if different) :  Telephone No : |
| Daytime Telephone No :  Mobile Telephone No :  E-mail Address : | | |
| Date you are able to commence work : | | |

**FOR INTERVIEW STAGE REMOVE FRONT SHEET BEFORE CIRCULATING TO PANEL MEMBERS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION & TRAINING** | | | | | | | | | | | |
| **(a) Secondary Education :** | | | | | | | | | | | |
| Name of School(s) | | | | | | | From | | | To | |
| Qualifications / Examinations passed (Please list all qualifications obtained with their status) | | | | | | | | | | | |
| Qualifications | | | | Grade | | | | | | Date obtained | |
|  | | | |  | | | | | |  | |
| (**b) Further / Higher Education :** | | | | | | | | | | | |
| Name(s) of College / University | | | | Full / Part Time | | | | From | | To | |
|  | | | |  | | | |  | |  | |
| Name of qualification / examination | | | | Main Subject | | | | Subsidiary | | Hons or Ord / Class & Division | |
|  | | | |  | | | |  | |  | |
| If any course you have taken has been extended beyond the normal period, state reason and period of extension | | | | | | | | | | | |
| **(c) Other qualifications obtained since leaving College / University & courses attended in the last 5 years :** | | | | | | | | | | | |
| (Please indicate if full or part time) | | | | | | | | | | | |
| **WORK EXPERIENCE** | | | | | | | | | | | |
| **(a) Present (or most recent) post : (See part 2(d) of the application process details if not currently in work)** | | | | | | | | | | | |
| Name of employer and details of employer’s business  (Please give full address) | | | Position Held  (Include any special posts held if applicable) | | | | | Main Responsibilities | | | Date appointed  State full or part time  (Add date resigned if applicable) |
|  | | |  | | | | |  | | |  |
| Current Salary: £ | | | | | | | | | | | |
| **(b) Previous work experience arranged in chronological order (Indicate if full or part time) :** | | | | | | | | | | | |
| Name of employer and details of employer’s business  (Please give full address) | | | Position Held  (Include any special posts held if applicable) | | | | | Main Responsibilities | | | Dates Employed  (indicate salary) and reason for leaving |
|  | | |  | | | | |  | | |  |
| **REFERENCES** | | | | | | | | | | | |
| **Please see notes on references and then give details of two referees who can comment on your suitability for the post for which you have applied :** | | | | | | | | | | | |
| 1) | Name |  | | | 2) | Name | | |  | | |
|  | Status |  | | |  | Status | | |  | | |
|  | Address :  Tel: | | | |  | Address :  Tel: | | | | | |
|  | E-mail Address : | | | |  | E-mail Address : | | | | | |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** | |
| **(a) Activities and Interests :** | |
|  | |
| **(b) Other Information :** | |
| Do you hold a current Driving Licence ? | YES / NO |
| Are you a relative of any Yarm School governor, employee or pupil ? | YES / NO |
| **(c) Any further information to support the application (if applicable):**  **Candidates are encouraged to write a separate letter supporting their application.** | |
|  | |

**Criminal Convictions – Rehabilitation of Offenders Act 1974**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yarm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head.  If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.   Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.   |  |  | | --- | --- | | I have nothing to declare | I enclose a confidential statement | | (please delete as appropriate) | | |  | | |
| **Declaration by the Applicant :**  I agree that any offer of employment by Yarm School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Yarm School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.  I have read the above notes on Criminal Convictions and agree to an enhanced Disclosure Check of Police Records being made if I am offered the job for which I am applying.  I confirm that :   * I do not have any criminal convictions or cautions (that are not subject to DBS filtering). * I do not have any restrictions placed on my employment to work with children (for example that result from my inclusion on the ISA Children’s Barred List or by virtue of a Disqualification Order imposed by the courts). * I am not subject to sanctions imposed by a regulatory body, e.g. The Department for Education.   (Highlight any statement that does NOT apply to you)  **Signature of applicant : Date :** |

|  |
| --- |
| Please return the completed application form, together with a covering letter in support of your application, via email to [hr@yarmschool.org](mailto:hr@yarmschool.org) or by post to :  **Mrs J Foggett**  **Yarm School,**  **The Friarage,**  **Yarm,**  **Stockton-on-Tees**  **TS15 9EJ** |