



Highfield Priory
Independent Day School
and Nursery

APPLICATION FORM – EDUCATIONAL SUPPORT STAFF

Position applied for:			
1. APPLICANT'S PERSONAL DETAILS			
Title :	Forename(s):	Surname:	
Address:		Former name: (including maiden name)	
Postcode:		Preferred name:	
How long have you lived at this address:		Years	Months
If less than 5 years, please provide all previous addresses for past 5 years.			
Previous address:		Previous address:	
Postcode:		Postcode:	
Length of time at address:		Length of time at address:	
Contact details			
Home telephone: _____			
Mobile telephone: _____			
Work telephone: _____			
Email: _____			

2. DETAILS OF APPLICANT'S PRESENT EMPLOYMENT	
Are you presently employed? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If no, please proceed to the next section.	
Name and address of Employer:	
Post title:	
Local Authority (if applicable):	

Permanent: Temporary:

Full time: Part time: Job share:

Date of Appointment:

Notice Required/date Notice due to expire:

Reason for leaving (if applicable):

Gross annual salary:

Description of key duties/responsibilities:

General

Do you have a current full UK driving licence Yes No

Please provide full details of membership of any professional bodies _____

3. APPLICANT'S EMPLOYMENT HISTORY AND WORK EXPERIENCE

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	Reason for Leaving
			Month/Year From -To	

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
-	
-	
-	
-	

If there is insufficient space, please continue a separate sheet if necessary, giving page number and title heading.

4. POST-11 EDUCATION AND TRAINING

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

Date of most recent safeguarding training, if relevant:

5. INTERESTS AND HOBBIES

Please list your interests and hobbies outside of work:

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

6. 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 applicable to the post. You should pay attention to the national standards for the position for which you are applying.

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

7. REFERENCES

Please provide at least two professional referees. One referee should be your current or most recent employer. A referee who is a current or former employer should have full access to the applicant's personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

It is the responsibility of the Applicant to ensure that all named referees have explicitly consented to providing a reference. Please be aware that a failure to obtain your referees' consent may result in your committing a data breach. You are advised to read the relevant section of the Notes to Applicants before completing this section.

Referee 1 – Present Employer		Referee 2	
Name		Name	

Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	

Note
 (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:

Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employees of the School?

Yes: No:

If yes, please complete the following:

Name of Governing Body member/employee	Relationship to you

8. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

The school is obliged by law to operate a checking procedure for employees who have 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: -

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):

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"):

9. REHABILITATION OF OFFENDERS ACT 1974

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013), then the details of these must be disclosed on a separate document.

The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form

10. REQUEST TO PROCESS YOUR PERSONAL DATA

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important Information Regarding Your Consent

1. We are Highfield Priory School Ltd (“The School”).
2. The person responsible for data protection within our organisation is Mr. J Drake and you can contact him with any questions relating to our handling of your data. You can contact him by telephoning the School Office on 01772 709624.
3. We require the information we have requested on this form in order to process your application for employment.
4. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third parties unless a legal obligation should arise.
5. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
6. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
8. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Officer (see 3 above) that you wish to withdraw your consent.
9. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to the school. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

Request For Your Consent

Please ensure that you have read paragraphs 1-10 above and raised any relevant questions before providing your consent below.

- I confirm that I have read and understood paragraphs 1 to 9 above and that I have been offered the opportunity to raise any relevant questions: YES NO [Tick applicable box].
- Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-9 above .
- I agree to my personal data being shared as stated in paragraphs 5 above:
Yes No [Tick as applicable].

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation...”

11. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The Governing Body 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 17 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 promptly provide documentary evidence of such entitlement when requested:

12. IMMIGRATION ACT 2016

The ability to communicate with the public in accurate spoken English is an essential requirement for the post. This requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

13. 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 Regulation Agency (TRA) (England only) and/or Education Workforce Council (Wales only) and/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/or 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

Signed: _____

Date: _____

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice. I certify that my application does not breach terms of a voluntary redundancy/severance agreement.

Signature: _____

Date: _____

Please return your completed application form to: Highfield Priory School Ltd.

Additional Page (if required)

Name

Position Applied For: