



Highfield Priory
Independent Day School
and Nursery

APPLICATION FORM – EDUCATIONAL SUPPORT STAFF

Position applied for:

1. **Personal details**

Title : _____ Forename(s): _____ Surname: _____

Address: _____ Former name:
(including maiden name)

Postcode: _____ Preferred name: _____

How long have you lived at this address:
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. **General**

Do you have a current full UK driving licence Yes No

Please provide full details of membership of any professional bodies _____

3. **Academic and Vocational Qualifications**

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

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

Professional Development

Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	Full time/Part time or Seconded	From	To

Short Courses (Attended during the last 3 years)				
Name of Course	Provider	Full time/Part time or Seconded	From	To

Outside Interests

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

<p>4. <u>Further Education and Career History</u></p> <p>Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.</p> <p>Please start with your current or most recent employer and in each case the reason for leaving employment.</p> <p>Please provide explanations for any periods not in employment, further education or training.</p>		
Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving

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

Current Salary

Salary (basic) if appropriate (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc.)
Total Salary	

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

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

5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

6. **Referees**

Please provide at least two professional referees. One referee should be your current or most recent employer.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	

7. Data Protection

By supplying this information, you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

8. Disclosure of Criminal Background

Have you ever been found guilty of any criminal offence? Yes No *(Click as appropriate)*

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

If this post involves working with children or vulnerable adults

I certify that I am not included on the Children's Barred List or Adults' Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence imposed.

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.