

SEVENOAKS SCHOOL



APPLICATION FOR SUPPORT STAFF POST

(All parts of this form must be completed)

Post:
Application Reference (School use only):
Teaching Reference Number (If applicable):

A1. PERSONAL INFORMATION

Dr/Mr/Mrs/Miss/Ms:	Surname: First Name:
Former Surname (if applicable):	Date of Birth: Nationality:
Current Address: Post Code:	Home Telephone No. Work Telephone No. Mobile Phone No. Email Address:

A2. CRIMINAL CONVICTIONS OR CAUTIONS

A subsequent offer of appointment will be dependent upon the completion of the Disclosure & Barring Service process at the Enhanced level.

If you have a criminal record this will not automatically debar you from employment, each case will be fairly and objectively assessed by the school in relation to the nature of the employment applied for, and the nature of the offence concerned.

Please note that any employer (where children are involved), whom we contact for a reference will be asked to declare if you have been subject to any substantiated allegation or concerns, as defined by the Department of Education, that have raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Have you been convicted by the courts of any criminal offence?	Yes/No
Is there any relevant court action pending against you?	Yes/No
Have you ever received a caution, reprimand, bindover or final warning?	Yes/No

B1. EDUCATION: SECONDARY/FURTHER

School/College Attended (Address; Dates; PT/FT)	Subjects and Grades

B2. HIGHER (University, college, polytechnic) including professional qualifications and in-service courses leading to recognised qualifications.

Name and address of university or college and/or university education dept.		
Dates (from/to) /	Full or part-time	Date of exam
Qualifications obtained:		
Subjects passed with details of standard obtained:		

B3a. RELEVANT PROFESSIONAL COURSES ATTENDED

Name of Course and Provider	Dates	Qualification attained

B3b. MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Qualification/ Level	Date achieved

B4. PAST EMPLOYMENT

Full-time (F/T) or part-time (P/T), including all employment from the moment you left school and any unremunerated activity, eg. Unpaid (U/P) voluntary work. Please provide the information in chronological order – starting with earliest date. *(There should be no gaps in date information)*

Current/ Most recent employer:	F/T	Dates			
	or	From		To	
	P/T	Month	Year	Month	Year
Nature of employment:					
Post held:					
Reason for leaving:					
When could you commence?					
Salary:					
Employer:	F/T	Dates			
	or	From		To	
	P/T	Month	Year	Month	Year
Nature of employment:					
Post held:					
Reason for leaving:					
Employer:	F/T	Dates			
	or	From		To	
	P/T	Month	Year	Month	Year
Nature of employment:					
Post held:					
Reason for leaving:					

Employer:	F/T	Dates			
	or	From		To	
	P/T	Month	Year	Month	Year

Nature of employment:

Post held:

Reason for leaving:

Employer:	F/T	Dates			
	or	From		To	
	P/T	Month	Year	Month	Year

Nature of employment:

Post held:

Reason for leaving:

Employer:	F/T	Dates			
	or	From		To	
	P/T	Month	Year	Month	Year

Nature of employment:

Post held:

Reason for leaving:

Employer:	F/T	Dates			
	or	From		To	
	P/T	Month	Year	Month	Year

Nature of employment:

Post held:

Reason for leaving:

If you need more space, please add more columns to the table or use a blank A4 page.

B5. GAPS IN EMPLOYMENT:

If there are any gaps in your employment history (even one day) please give details and dates.

B6. INFORMATION IN SUPPORT OF YOUR APPLICATION:

Use this section to tell us why you think you would be suitable for the post and how you meet the criteria in the Job Description. Please include all relevant information.

Explain how you meet the criteria in the Job Description.

B7. OTHER RELEVANT EXPERIENCE, INTERESTS, SKILLS AND QUALIFICATIONS*(eg. First Aid/Minibus driver licence)*

--

B8. WORKING WITH CHILDREN

Have you worked, or undertaken any voluntary work with children?

Yes/No

If Yes, please provide details.

--

B8. REFERENCE

Please give the names and addresses of 3 referees who can be consulted regarding your suitability for the post. One of the referees must be your present or most recent employer. If you are not currently working with children but have done so in the past, an additional reference must be from the employer by whom you were most recently employed in work with children. We will seek references from referees immediately if you are shortlisted for interview. Please indicate if you ***do not*** want a referee to be contacted prior to job offer by putting "NO" in the relevant box below (*), otherwise leave blank.

	Referee's name and address	Job title /role	Phone	Email	(*)State "NO" if no contact before interview
1					<input type="checkbox"/>
2					<input type="checkbox"/>
3					<input type="checkbox"/>

C. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application (*including cover sheet*) are correct. I understand that if appointed I will be liable to disciplinary action including dismissal and/or criminal action should I knowingly give false information. I also give my permission for the information provided to be used to form the basis of personnel records should I be appointed.

I have not been disqualified from working with children and am not named on any Vetting and Barring Scheme barred list. I am not subject to any sanctions imposed by a regulatory body and have no outstanding disciplinary action being taken against me.

Signature:

Date:

After fully completing this form, please send it to humanresources@sevenoaksschool.org.

If you have any questions, please do not hesitate to get in touch with us on 01732 467740.