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**Kelston Road**

**Bath**

**BA1 9AB**

[**recruitment@oldfieldschool.com**](mailto:recruitment@oldfieldschool.com)

**Tel: 01225 423 583**

**Fax: 01225 464986**

**Oldfield School**

**Support Staff Application Form**

**Before completing this form, please note the following:**

* We cannot accept CVs
* We cannot accept applications after the deadline
* Sections 1 and 2 of this application form will be removed prior to shortlisting
* Please complete all sections of the form
* For ease of photocopying, please type or write in black

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| --- | --- |
| **Confidential Application for the Position of:** |  |
| **Where did you see the position advertised?** |  |

**1. PERSONAL DETAILS**

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| |  |  |  |  | | --- | --- | --- | --- | | Title |  | Surname |  |  |  |  | | --- | --- | | Forename(s) |  |  |  |  | | --- | --- | | Home Tel No |  |  |  |  | | --- | --- | | Day/Mobile No |  |  |  |  | | --- | --- | | Date of birth |  |  |  |  | | --- | --- | | NI Number |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you hold a full, valid driving licence? |  | Y |  | N | |  | | | | | | Do you have use of a vehicle? |  | Y |  | N | | |  | | --- | | Full Postal Address |  |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  |  |  |  | | --- | --- | | Postcode |  |  |  |  | | --- | --- | | Email |  | |

**2. EQUAL OPPORTUNITIES**

As part of our equal opportunities policy we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding whether an applicant is successful unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

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| --- | --- | --- |
| Gender | | |
| ☐ Female | ☐ Male | ☐ Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| Age Range | | | |
| ☐ 16 – 17  ☐ 40 – 49 | ☐ 18 – 24  ☐ 50- 59 | ☐ 25 – 29  ☐ 60 - 64 | ☐ 30 – 39  ☐ 65+ |
| Sexual Orientation | | | |
| ☐ Bisexual  ☐ Gay woman  ☐ Prefer not to say | | ☐ Heterosexual/Straight  ☐ Gay Man | |

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| Disability | | |
| The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.  Do you consider yourself to have such a disability?  Yes ☐ No ☐ | | |
| Disability Category | | |
| ☐ Hearing Impairment  ☐ Mental Health Condition  ☐ Physical co-ordination difficulties  ☐ Sensory impairment  ☐ Speech impairment  ☐ Other | ☐ Learning Difficulties  ☐ Neurological condition  ☐ Physical impairment  ☐ Long-standing illness or health condition  ☐ None | ☐ Learning Disability  ☐ Mobility impairment  ☐ Reduced physical capacity  ☐ Visual impairment (not corrected lenses)  ☐ Prefer not to say |
| Please identify and special requirements, adjustments or equipment which may assist you   1. in the recruitment process 2. to enable you to carry out the job | | |

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| Ethnic Origin | |
| ☐ Prefer not to say  ☐ Asian or Asian British – Bangladeshi  ☐ Asian or Asian British – Indian  ☐ Asian or Asian British – Pakistani  ☐ Asian or Asian British – Caribbean  ☐ Mixed Ethic – White & Asian  ☐ Mixed Ethic – White & Black Caribbean  ☐ Other Ethnic Group – Arab  ☐ White – Irish  ☐ White – Welsh/English/Scottish/N.Ireland | ☐ Any other ethnic group (not listed)  ☐ Asian or Asian British - Chinese  ☐ Asian or Asian British – Other  ☐ Black or Black British – African  ☐ Black or Black British – Other  ☐ Mixed Ethnic - White & Black African  ☐ Mixed Ethnic Group – Other  ☐ White – Gypsy or Irish Traveller  ☐ White – Other  ☐ Other ethnic group, not listed |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Religion/Belief | | | | |
| ☐ Buddhist  ☐ Muslim | ☐ Christian  ☐ Sikh | ☐ Hindu  ☐ Other | ☐ Jewish  ☐ None | ☐ Prefer not to say |

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| Declaration | |
| I declare that, to the best of my knowledge and belief, the information I have provided is true.  I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal. | |
| **Signed** | **Date** |

***Sections 1 and 2 to be removed prior to shortlisting.***

**3. EDUCATION AND QUALIFICATIONS**

Please list academic qualifications gained during post 18 and secondary education – most recent first

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Level | Subject | Institution Attended | FT/PT | Date started | Date finished | Grade |
| *e.g. GCSE* | *Maths* | *Oldfield School* | *FT* | *Sept 2009* | *June 2014* | *B* |
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Please list any qualifications for which you are currently studying, and give the estimated date of completion

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Please list any professional bodies of which you are a member, stating type of membership and whether it is dependent on qualification or examination

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**4. EMPLOYMENT EXPERIENCE**

**Present (or most recent) employment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Employer |  |  |  |  | | --- | --- | | Address |  |  |  |  | | --- | --- | |  |  |  |  |  | | --- | --- | |  |  | | |  |  | | --- | --- | | Post held |  |  |  |  | | --- | --- | | Date appointed |  |  |  |  | | --- | --- | | Current salary |  |  |  |  | | --- | --- | | Other allowances |  |  |  |  | | --- | --- | | Notice required |  | |
| Please describe your main duties and responsibilities. If no longer in this employment, please state end date and reason for leaving. Please continue on a separate sheet if necessary | |
|  | |

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| Please state your reasons for seeking a job move at this time |
|  |

# Previous employment/work experience

Please list your previous employers, most recent first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates (mm/yy – mm/yy) | Employer Name and Location | Job title | Salary | Reason for leaving | Outline of duties and responsibilities |
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# Gaps in employment

If you have had any breaks in employment since leaving school, please provide dates and details of your activities during these times e.g. travelling (if abroad please give details of which country/ies), unemployment, raising a family, studying etc.

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| --- | --- |
| Dates (mm/yy – mm/yy) | Reason for break |
| *e.g. 09/18 – 12/20* | *Time off to raise children* |
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**5. SUPPLEMENTARY INFORMATION**

In no more than two sides please provide details of how your skills and experiences match the qualities referred to in the person specification. Please give details of any specialist knowledge, training or experience or any other additional information you may wish to give to show clearly how you meet the requirements of the role. Details of any voluntary work or leisure interests may also be applicable to the post for which you are applying.

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**6. SAFEGUARDING**

**Rehabilitation of Offenders Declaration**

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| **IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOL, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18.**  **The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. You must disclose in this section any previous convictions.**  **Failure to disclose any previous convictions (including cautions) could result in dismissal should it be subsequently discovered. Any information given either when returning this application form, or at interview will be entirely confidential and will be considered only in relation to this application.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Type of Offence | Sentence/Fine Imposed | Comments |
|  |  |  |  |
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**Disclosure and Barring Service Check**

If you have a current Enhanced DBS certificate, please provide details below. If you are invited to interview, you will need to bring the certificate with you.

|  |  |  |
| --- | --- | --- |
| Full name |  | |
| Date of birth |  | |
| Certificate number |  | |
| Check type | *e.g. Enhanced Child Workforce* | |
| Date of check |  | |
| Registered with the update service? | ☐ Yes | ☐ No |
| I give my consent for Oldfield School to check the DBS disclosure listed above against the DBS Update Service. | ☐ Yes | ☐ No |
| I understand that I may be required to apply for a new DBS check if the update service indicates that new information is available since the disclosure was issued, or if my registration to the update service has lapsed. | ☐ Yes | ☐ No |

**7. REFERENCES**

Please provide the names, address and occupations of two referees, one of whom must be your present or most recent employer who are willing to support your application. If you are called for interview, your referees will be contacted before the interview date.

**You cannot list a personal friend or family member as a referee.**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Relationship to you |  |  |
| Job Title |  |  |
| Address |  |  |
| Telephone Number: |  |  |
| Email: |  |  |
| This person knows me as: |  |  |

**8. INTERVIEW ARRANGEMENTS**

Please list any dates when you will NOT be available for interview.

Although we will try to take these into account we cannot guarantee to do so.

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**9.** **ELIGIBILITY TO WORK IN THE UK**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Nationality |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Do you require a work permit to work in the UK? |  | Yes |  | No |  | Unsure |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | If yes, do you currently have a work permit? |  | No |  | Yes |  | Permit No. | |

**10. DECLARATION**

I confirm that the information provided on this form is correct and understand that any misrepresentation or omission may render me liable to summary dismissal if engaged. I understand that the information will be stored in manual and electronic files and is subject to the provisions of the Data Protection Act. I agree to information on this form being used by Oldfield School in accordance with the Act, for the purpose of selection and for diversity monitoring.

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| --- | --- |
| **Signed:** |  |
| **Date:** |  |