SUPPORT STAFF Application Form



|  |  |  |
| --- | --- | --- |
| Post Applied for: |  |  |

full name:

address:

email :

TelePHONE NUMBER :

PRESENT OR MOST RECENT EMPLOYMENT:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name & address of employer: | | | Position held: | |  | | |
| From: |  | | To: |  |
| Salary:  Other allowances: | | | | |
| Notice required: |  | |
| Please give a brief description of your current duties & responsibilities: | | | | | | | |
| Reasons for leaving / wishing to leave: | |  | | | | | |

ALL PREVIOUS EMPLOYMENT: (please continue on a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer & Nature of business | Position held | From:  To: | Main Duties | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

GAPS IN EMPLOYMENT:

|  |  |
| --- | --- |
| If there are any gaps in your employment please state reason giving all date from and to: *(Please use separate sheet if necessary)* |  |

EDUCATION & QUALIFICATIONS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level of qualification | Is the qualification completed? | School/College/ University attended | From:  To: | Subject area | Result |
|  |  |  |  |  |  |

TRAINING UNDERTAKEN: (please list courses that are relevant to this position)

|  |  |  |
| --- | --- | --- |
| Training Course | Organising body | Dates |
|  |  |  |

DRIVING LICENCE

|  |  |
| --- | --- |
| Do you hold a current driving licence? |  |
| **Do you have any endorsements?** *(If ‘yes’ please detail)* |  |
| What class of vehicle are you licensed to drive? |  |

HOBBIES / INTERESTS / MEMBERSHIP OF ORGANISATIONS ETC:

|  |
| --- |
|  |

COMPUTER / SOFTWARE EXPERIENCE:

|  |
| --- |
|  |

ADDITIONAL INFORMATION:

|  |  |
| --- | --- |
| Do you know / are you related to any member of staff or member of the governing body at Hereford Cathedral School?  If ‘yes’ who? | 🞏 Yes 🞏 No |

Please state the reasons why you wish to apply for this post and give details of how you meet the requirements of the job description and person specification.

*Continue on additional sheets if necessary*

|  |
| --- |
|  |

**How did you hear about this vacancy?**

|  |  |  |
| --- | --- | --- |
| Hereford Cathedral School website 🞏 | Other website 🞏 | Word of mouth 🞏 |
| Other (please state) | | |

REFERENCES:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please give the names and addresses of 2 people for whom you have worked from whom we may obtain references, **one of these must be your current / most recent employer**. If you are (or were recently) a student, one referee should be a senior member of staff at your place of study. Your most recent employers will be asked to disclose any disciplinary offences you may have relating to children, including any where the penalty has expired. He/she will also be asked if you have been subject to any child protection concerns. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.  Please note:   * We may contact any of your previous employers in addition to your named referees. * If you are not currently working in a school or other environment with children but have done so previously, we shall contact that organisation. | | | | | | | | | |
|  | | | | | | | | | |
| Name: |  | | | | Name: |  | | | |
| Address: | | | | | Address: | | | | |
| Telephone Number: | | |  | | Telephone Number: | | |  | |
| e-mail address: | |  | | | e-mail address: | |  | | |
| Occupation / Position in Organisation: | | | |  | Occupation / Position in Organisation: | | | |  |
| Relationship of referee to you: | |  | | | Relationship of referee to you: | |  | | |
| **Can we approach this referee  prior to interview?** 🞏Yes 🞏 No | | | | | **Can we approach this referee  prior to interview?** 🞏Yes 🞏 No | | | | |

DECLARATION & SIGNATURE:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 or the Bursar [as appropriate].  If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] 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](http://www.gov.uk/dbs)  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.  (please tick as appropriate)   |  |  | | --- | --- | | I have nothing to declare 🞏 | I enclose a confidential statement 🞏 |   (This envelope will only be opened in the event that you are shortlisted to attend an interview. The fact of such a conviction will not necessarily debar you from employment but will be taken into consideration by the interview panel.)  I declare that the information I have given on this form is complete and accurate and that:   * **I am not barred or disqualified from working with vulnerable groups, children or young people** * **I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.**   Applicants should note that an Enhanced Disclosure check will be obtained for the successful applicant. (Further information about the Disclosure Scheme can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about> | | | | |
|  | |  | | |
| **Signed**: |  | | Date: |  |

This form should be returned to Cath Knowles, HR Officer, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG telephone 01432 363544, email [c.knowles@herefordcs.com](mailto:c.knowles@herefordcs.com)

**This school is committed to safeguarding and promoting the welfare of children and young people**

**and expects all staff and volunteers to share this commitment.**