**Support Staff Application Form**

Please complete all sections of the form - CVs alone will not be considered.

**Personal Details**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Full name** *(title, first name, surname)* |  |
| **Previous name(s)** |  |
| **Date of birth** |  |
| **National insurance number** |  |
| **Qualified to work in the UK** |  |
| **Applying as a job sharer** |  |

**Contact Details**

|  |  |
| --- | --- |
| **Mobile telephone** |  |
| **Home telephone** |  |
| **Address** |  |
| **Email** |  |

**Professional Details**

|  |  |
| --- | --- |
| **Membership of professional bodies** |  |
| **Professional development** |  |
| **Additional skills & special interests** |  |
| **Valid driving licence** |  |

**Current Employment**

|  |  |
| --- | --- |
| **Role** |  |
| **Organisation** |  |
| **Dates of employment** |  |
| **Role description** |  |

|  |  |
| --- | --- |
| **Contract** *(permanent / temporary)* |  |
| **Notice required** |  |
| **Reason for leaving** |  |
| **Salary** |  |
| **Grade / scale** *(if applicable)* |  |

**Previous Employment**

Please explain any gaps in your employment history.

|  |  |
| --- | --- |
| **Role** |  |
| **Organisation** |  |
| **Dates of employment** |  |
| **Role description** |  |

|  |  |
| --- | --- |
| **Role** |  |
| **Organisation** |  |
| **Dates of employment** |  |
| **Role description** |  |

|  |  |
| --- | --- |
| **Role** |  |
| **Organisation** |  |
| **Dates of employment** |  |
| **Role description** |  |

**Education**

**Higher Education**

|  |  |
| --- | --- |
| **Institution** |  |
| **Qualification** *(incl. subject)* |  |
| **Level** |  |
| **Dates attended** |  |

**School(s) attended**

|  |  |
| --- | --- |
| **School** *(name)* |  |
| **Dates attended** |  |

**A-levels or equivalent**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Exam type** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |

**GCSEs or equivalent**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Exam type** | **Grade** |
|  |  |  |
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Please note that you will be required to produce relevant evidence of qualifications attained.

**Supporting Statement**

Your statement should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

|  |
| --- |
| *Insert statement here – it should be no longer than two sides of A4.* |

**Relationship to School Governors or Employees**

If you have any personal relationship to any Governor or employee of The Birkenhead Park School, please give their name and relationship to you. This does not stop a Governor or employee giving a reference. Any approach to Governors or employees to influence a selection decision will disqualify you.

|  |  |
| --- | --- |
| **Their name** |  |
| **Their role** |  |
| **Relationship to you** |  |

**Referees**

Please give the names of two individuals who are able to comment on your suitability for this post.

One must be your present (or most recent) employer. The Birkenhead Park School reserves the right to seek any further references it deems appropriate.

If you are shortlisted for interview, references will normally be requested. Please tick the box below if you do not want us to contact your present/most recent employer without your prior agreement.

**Current or most recent employer**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Position held** |  |
| **Organisation** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |

Please do not contact my present / most recent employer without my prior agreement

**Second referee**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Position held** |  |
| **Organisation** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |

Please do not contact this referee without my prior agreement

**Safeguarding Declarations**

**The Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

|  |  |  |
| --- | --- | --- |
| Do you have any criminal convictions whether spent or unspent? | **Yes** | **No** |
|  |  |

If **yes**, please give further information:

|  |
| --- |
| *Insert statement here.* |

If you do not disclose any conviction you have it could lead to your application being rejected or, if you are appointed, may lead later to your dismissal. If, between the completion of this application form and taking up a job within The Birkenhead Park School, you are convicted of a criminal offence you must inform The Birkenhead Park School of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

**Disclosure and Barring Service**

Successful applicants will be asked to apply for an enhanced Disclosure and Barring Service Check (Disclosure) from the Disclosure and Barring Service. A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found online: https://www.gov.uk/government/organisations/disclosure-and-barring-service

|  |
| --- |
| **Data Protection Act**  Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and, if appointed to the job, you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by The Birkenhead Park School in accordance with the Act. |

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

**Signed: Date:**

If you complete this form electronically and submit it via email, please type in your name into the signature line to indicate that you accept the declaration.

**Please return your completed form to:**

[recruitment@birkenheadparkschool.com](mailto:recruitment@birkenheadparkschool.com)

or by post to:

**The Birkenhead Park School, Park Road South, Birkenhead, Wirral, Merseyside CH43 4UY**

marked ‘Private and Confidential’ for the attention of the HR team