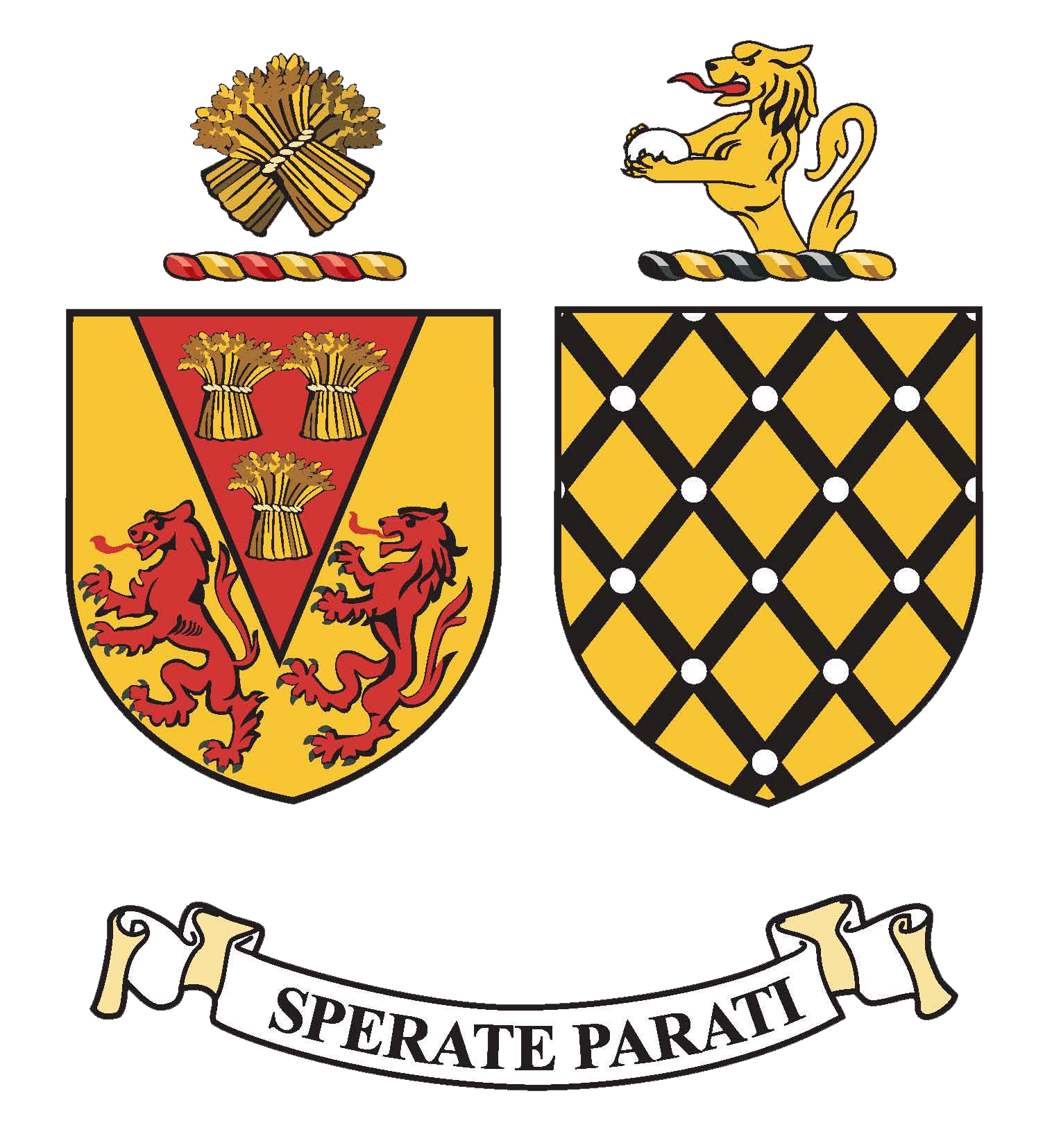
# Application for a Support Staff Post



**Watford Grammar School for Girls**

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| Post applied for: | |  | | | | | | | | | | | | | | | | |
| *Personal Details* | | | | | | | | | | | | | | | | | | |  | |
| Surname: |  | | | | | | Previous Surname(s): | | | |  | | | | | | | |
| First name(s): |  | | | | | | Title (Mr/Mrs/Ms/Miss/Other); | | | |  | | | | | | | |
| Home address: |  | | | | | | Date of Birth: | | | |  | | | | | | | |
|  |  | | | | | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | NI Number: |  |  |  |  |  |  |  |  |  |   **Permission to work in the United Kingdom (UK)** | | | | | | | | | | | |
|  |  | | | | | |
| Tel: |  | | | | | |
| Mobile: |  | | | | | | Are there any restrictions on your rights to work in the UK? | | | | | | | | | | | |
| E-mail: |  | | | | | | Yes | | |  | | | No | | |  | | |
|  |  | | | | | | Please note: Permission to work with a previous employer or in a previous  post is not transferable | | | | | | | | | | | |
| ***Qualifications and Training*** | | | | | | | | | | | | | | | | | | |
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| Details of degrees/diplomas and any other qualifications obtained or in progress | | | | | | | | | | | | | | | | | | | **Inclusive dates**  **Month & Year**  From To |
| **Full name and address of College, University or other Institution** | | | Inclusive Dates Month & Year  From To | | | | | **Degree/Course Title** | | | | **Grade/Class (or**  **state if still in progress)** | | | **Main subject** | | | |
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| **NB. You will be required to provide evidence if a qualification is essential to this post. We reserve the right to contact the relevant institution for verification.** | | | | | | | | | | | | | | | | | | |
| **Secondary School(s) or equivalent** | | | | | | | | | | | | | | | | | |
| **Full name and address of School/College** | | | | Inclusive dates Month & Year | | | | | **Examinations passed** | | | | | | | | **Grades** |
| **From** | | **To** | | | **Subject** | | | | | **Date** | | |  |
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| **Full name and address of School/College**  **Continued** | | | Inclusive dates Month & Year | | | | **Examinations passed** | | | | | | **Grades** |
| **From** | | **To** | | **Subject** | | | | **Date** | |  |
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| Details of any Relevant Short Courses Attended in the past five years | | | | | | | | | | | | | |
| Course Title and Organiser | | Dates Attended | | | | | | Any Other Relevant Information | | | | | |
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| ***Details of Current or Most Recent Employment*** | | | | | | | | | | | | | |
| **Full name and address of Current or Most Recent Employer** | | | | **Position**  **held** | | **Full time/Part time** | | | Inclusive dates Month & Year | | | **Reason for leaving (if applicable)** | |
| **From** | **To** | |
|  | | | |  | |  | | |  |  | |  | |
| **Write a brief description of your current/previous duties, stating to whom you report (position) and, if relevant, who reports to you. (You may attach a simple diagram of your position in the organisation if you wish.** | | | |  | | | | | | | | | |
| **Current Salary per annum**  **(excluding any bonus):** | **£** | | |
| **Amount of Notice Required:** |  | | |

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| ***Previous Employment, Voluntary Work or Other Activities*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please complete with most recent appointment first, detailing gaps between appointments, e.g. bringing up family, time spent travelling, periods of unemployment etc.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name and Address of Previous Employer** | | | | | | | | | | | **Position**  **held** | | | | | **Full time/Part time** | | | | Inclusive dates Month & Year | | | | | | | **Reason for leaving (if applicable)** | | |
| **From** | | | **To** | | | |
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| ***Statement in Support of Application*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In this section you are asked to detail, by providing evidence and/or examples, how your knowledge, skills and abilities, or any other factors, relate to the criteria listed on the Person Specification sent to you with the Job Information Pack. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ***Statement in Support of Application continued….*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Referees*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer. If your employer is/was a school, the referee provided must be the Head teacher. (NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children). You should be aware that referees will be asked about disciplinary/capability investigations or warnings. This may include requesting information on any capability proceedings undertaken within the last 2 years and the outcome. Referees will also be asked about other warnings in which the time penalty may have expired, if they relate to child protection issues. (They will not be asked to provide information on allegations proven to be false, unsubstantiated or malicious). If you are subsequently made a conditional offer of employment, further information may be sought from referees about health and absences.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (***1****)* Name | | |  | | | | | | | | | | | (***2***) Name | | | |  | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | Address | | | |  | | | | | | | | | | | |
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| Tel: | | |  | | | | | | | | | | | Tel: | | | |  | | | | | | | | | | | |
| Mobile Tel: | | |  | | | | | | | | | | | Mobile Tel: | | | |  | | | | | | | | | | | |
| E-mail: | | |  | | | | | | | | | | | E-mail: | | | |  | | | | | | | | | | | |
| Status: | | |  | | | | | | | | | | | Status: | | | |  | | | | | | | | | | | |
| **Our normal practice is to take up references prior to interview. Can we contact referee (a)?** | | | | | | | | | | | | | | **Our normal practice is to take up references prior to interview. Can we contact referee (b)?** | | | | | | | | | | | | | | | |
| **Yes** | |  | | | | |  | | **No** |  | | | | **Yes** | | |  | |  | | | | | | **No** | | |  | |
| **(NB. If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted).** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **The interview date has been stated on the advert, however, if you cannot attend on this date please say so here, stating the reason why. We cannot guarantee that an alternative date maybe available.** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **If you have lived overseas for more than six months since the age of 18 you may need to provide an overseas police check. Please indicate if this is the case and at what age you lived overseas:** | | | | | | | | | | | | | | | | | | | | | **Yes** | | |  | | **No** | | |  |
| **Age** |  | | | | | | | |
| ***Declaration*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you have a close relationship with, and/or are you related to, any employee, worker, volunteer, Governor or anyone else connected with the School?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Yes** |  | | | | **No** |  | | **If YES, state details** | | | | |  | | | | | | | | | | | | | | | | |
| **Was this form completed by someone else on your behalf:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Yes** |  | | | | **No** |  | | **If YES, state details** | | | | |  | | | | | | | | | | | | | | | | |
| **I understand that canvassing School Governors or School staff, directly or indirectly, for any appointment, will disqualify my application.**  **I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.**  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  **In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.**  **In accordance with the GDPR Regulations, I agree that information I have provided may be held and used for personnel reasons.**  **I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.**  **I hereby declare that information given on this form is complete and accurate.**  **You will be asked to sign this form in person if you are called to interview.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please complete our Equalities Monitoring Form**  [**Equalities Form**](https://www.smartsurvey.co.uk/s/Equalitiesform/) | | | | | | | | | | | | **Please return application form to:** [**EA to Headmistress**](mailto:pa2head@watfordgirls.herts.sch.uk) | | | | | | | | | | | | | | | | | |

**Page 1**

**DECLARATION OF UNSPENT AND RELEVANT**

**SPENT CRIMINAL OFFENCES**

**BEFORE COMPLETING THIS FORM**

**PLEASE READ THE FOLLOWING NOTES CAREFULLY**.

It is the policy of the School to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore, you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The School, will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

**DECLARATION OF CRIMINAL OFFENCES**

Using the guidelines below please list **all your unspent, and relevant spent,** **convictions, cautions, reprimands and final warnings,** including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

**Cautions** relating to an offence from a list (see below) agreed by Parliament

**Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)

**Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)

**Convictions** relating to an offence from a prescribed list agreed by Parliament

**Convictions** that resulted in a custodial sentence (regardless of whether served)

**Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)

**Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared.**

**Page 2**

**DECLARATION OF UNSPENT AND RELEVANT SPENT CRIMINAL OFFENCES continued…/**

The prescribed list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

|  |  |  |
| --- | --- | --- |
| **Nature of Offence(s)** | **Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)** | **Sentence(s)** |
|  |  |  |

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and/or the School and that any current engagement may be terminated with immediate effect.

Please complete this form and return a signed copy to the school.

|  |  |
| --- | --- |
| Signed: |  |
| Name (please print in CAPS) |  |
| Position applied for: |  |
| Date: |  |