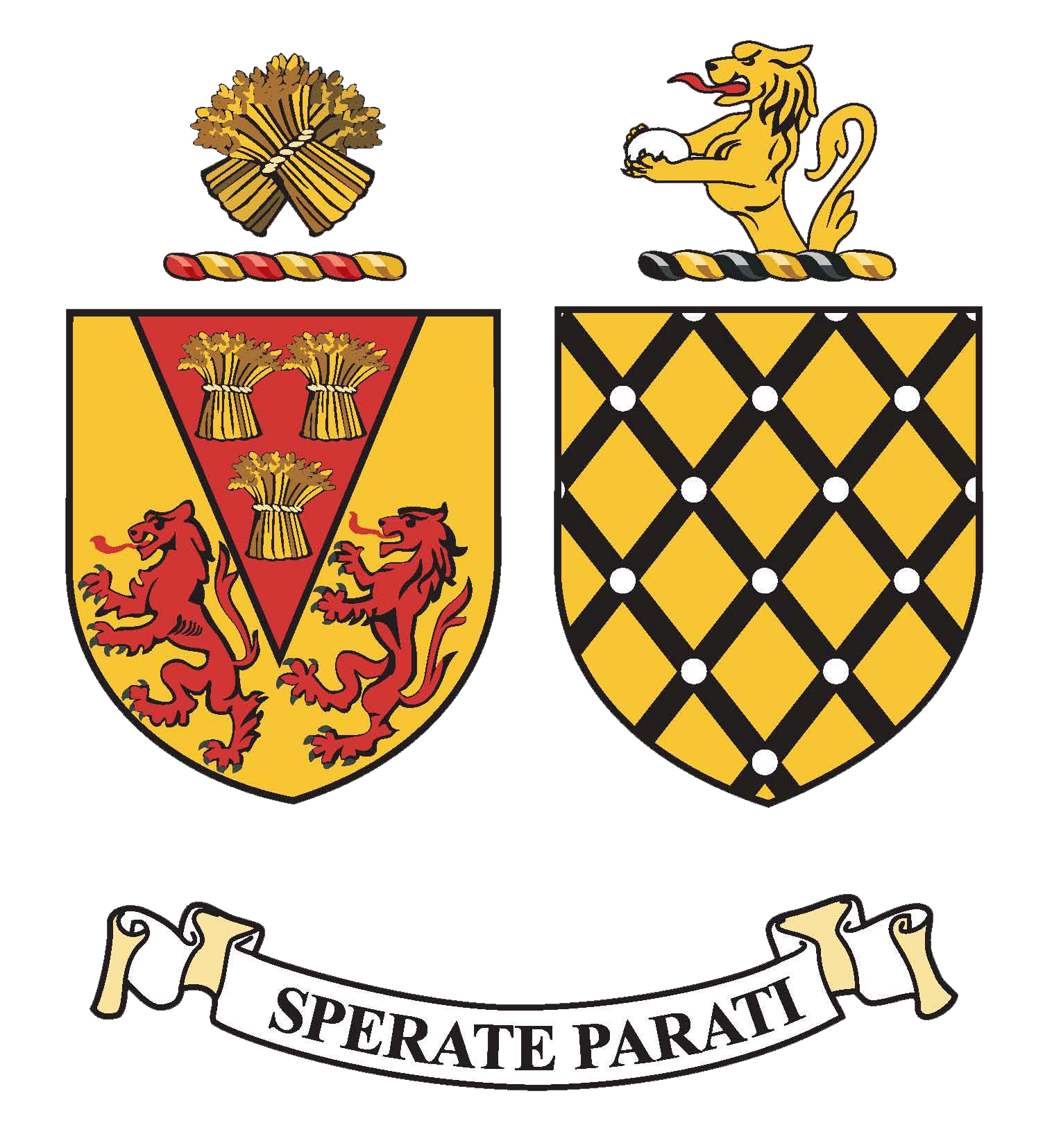
# Application for a Support Staff Post



**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.**  **I understand that it is an offence to apply for a role engaging in regulated activity relevant to children if I am barred from doing so**  **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) | | | | | | | | | | | | | | | | | |

*The school is committed to safeguarding and promoting the welfare of young people and expects all employees to share this commitment.*

*All appointments are subject to satisfactory pre-employment checks including a satisfactory Enhanced Criminal Records with Barred List check through the DBS.*

*The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warmings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).*

*Those working with children under the age of 8 will be required to make a declaration under the statutory guidance ‘The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018’ issued by the Department for Education (DfE).*

The school has a duty, under the Immigration Act 2016, to ensure that its employees in customer facing roles speak fluent English (or Welsh or English in Wales) to an appropriate standard, so that a high quality service can be provided to the public. This is known as the ‘fluency duty’ and it applies to all public sector staff who regularly interact with the public in customer facing roles.