****

**Application Form Professional or Support Role**

|  |  |  |  |
| --- | --- | --- | --- |
| POST | Type**…** | SCHOOL/SERVICE | Type**…** |

Please ensure that you return this form on or before the date and time stated in the advertisement

# Personal Details

|  |  |
| --- | --- |
| FIRST NAME(S) | Type… |
| LAST NAME | Type**…** | TITLE | Type**…** |
| HOME ADDRESS | Type**….** |
| TOWN/CITY | Type**….** | COUNTY | Type**….** | POSTCODE | Type… |
| TELEPHONE | Type**…** | MOBILE | Type**…** |
| EMAIL | Type**…** |

Permission to work in the United Kingdom (UK)

*Are there any restrictions on your rights to work in the UK?* (TICK AS APPLICABLE) YES [ ]  NO [ ]

IF YES, PLEASE PROVIDE FURTHER INFORMATION:

Type…

PLEASE NOTE: PERMISSION TO WORK WITH A PREVIOUS EMPLOYER OR IN A PREVIOUS POST IS NOT TRANSFERABLE

# Qualifications and Training

|  |
| --- |
| DETAILS OF DEGREES/DIPLOMAS AND ANY OTHER QUALIFICATION OBTAINED OR IN PROGRESS |
| Name of college, university or other institution, location | Inclusive dates Month & Year | Type of Degree/Course title | Grade/Class(or state if still in progress) | Main subject |
| From | To |
| Type… | Month & Year eg. 01/2002 | Month & Year eg. 01/2002 | Type… | Type… | Type… |
| Type… | Month & Year eg. 01/2002 | Month & Year eg. 01/2002 | Type… | Type… | Type… |
| Type… | Month & Year eg. 01/2002 | Month & Year eg. 01/2002 | Type… | Type… | Type… |
|  |
| SECONDARY SCHOOL(S) OR EQUIVALENT |
| Name of school/ college, location  | Examinations passed |
| Date | Subject (with grades)  |
| Type… | Month & Year eg. 01/2002 | Type… |
| Type… | Month & Year eg. 01/2002 | Type… |
| Type… | Month & Year eg. 01/2002 | Type… |

#

|  |
| --- |
| DETAILS OF ANY RELEVANT SHORT COURSES ATTENDED IN THE PAST FIVE YEARS |
| Date | Course Title | Provider |
| Month & Year eg. 01/2002 | Type… | Type... |
| Month & Year eg. 01/2002 | Type… | Type... |
| Month & Year eg. 01/2002 | Type… | Type... |
|  |
| Employment history |
| DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT |
| Name and addressof employer | Position held | Full/ Part Time | Inclusive dates Month & Year | Reason for leaving (if applicable) |
| From  | To  |
| Type… | Type… | Type… |  Month & Year eg. 01/2002 |  Month & Year eg. 01/2002 | Type… |
| PAYSCALE/OR GRADE AND CURRENT SALARY. ALSO INDICATE ANY ALLOWANCE(S) AWARDED AND LEVEL OF PAYMENT |
| TYPE OF PAYSCALE/ OR GRADE | CURRENT SALARY |
| Type… | Type… |

|  |
| --- |
| PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR OTHER ACTIVITIES |
| Please complete with most recent employment/other activities first, detailing gaps between employment /other activities, e.g. bringing up family, time spent travelling, periods of unemployment etc. Please include any voluntary work or school based work experience. Please account for any periods since leaving school/ university to ensure a chronological order of employment or other activity since leaving school.  |
| Employer/Organisation | Nature of business | Position held | Full/ Part time | Inclusive dates Month & Year | Reason(s) for leaving |
| From | To |
| Type… | Type… | Type… | Type… |  Month & Year eg. 01/2002 |  Month & Year eg. 01/2002 | Type… |
| Type… | Type… | Type… | Type… |  Month & Year eg. 01/2002 |  Month & Year eg. 01/2002 | Type… |
| Type… | Type… | Type… | Type… |  Month & Year eg. 01/2002 |  Month & Year eg. 01/2002 | Type… |
| Type… | Type… | Type… | Type… |  Month & Year eg. 01/2002 |  Month & Year eg. 01/2002 | Type… |

LEISURE ACTIVITIES

*Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.*

Type…

# Personal statement in support of application

In this section you are asked to detail how your knowledge, skills and experience, or any other factors, relate to the criteria listed on the person specification and job description.

Type…

Referees

*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 line manager/ last employer. If your employer is/ was a school, the referee provided must be the Headteacher. Our normal practice is to take up references prior to interview.*

**REFEREE 1.** CURRENT OR MOST RECENT EMPLOYER

|  |  |  |  |
| --- | --- | --- | --- |
| NAME  | Type… | NAME OF EMPLOYER | Type… |
| POSITION | Type… | TELEPHONE | Type… |
| EMAIL | Type… |
| ADDRESS | Type… |
| HOW IS THE ABOVE KNOWN TO YOU? | Type… |

MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW? **YES** [ ]  **NO** [ ]

**REFEREE 2.**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME  | Type… | NAME OF EMPLOYER | Type… |
| POSITION | Type… | TELEPHONE | Type… |
| EMAIL | Type… |
| ADDRESS | Type… |
| HOW IS THE ABOVE KNOWN TO YOU? | Type… |

MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW? **YES** [ ]  **NO** [ ]

# Declaration of criminal offences

*The school is required to give you the opportunity to voluntarily declare convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You will be provided with a self-declaration form by the school shortly. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.*

*The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant’s consent. This applies where the type and level of check are identical and in the same workforce area (e.g. schools).*

*Please confirm if you currently subscribe to the update service:* YES [ ]  NO [ ]

# Declaration

Do you have a close relationship with, and/or are you related to, anyone in school or a school governor?

|  |  |  |
| --- | --- | --- |
| YES [ ]  NO [ ]  | IF YES, STATE DETAILS | Type…. |

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.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

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.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | Type… | SIGNATURE | Type… |
| DATE  | Type… |

*You will be asked to sign this at interview which then makes it a legal document*

Childcare (Disqualification) Regulations 2009

*The Department for Education (DfE) has revised its Statutory Guidance "Keeping Children Safe in Education".*

*This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.*

*A person may be disqualified through*

1. *having certain orders or other restrictions placed upon them*
2. *having committed certain offences*

Upon appointment an education setting may, therefore, require you to sign a declaration confirming that you are not disqualified under those Regulations from working in schools.

How did you find out about this job?*(PLEASE TICK OR STATE AS INDICATED)*

Advertisement on Teach in Herts website [ ]

Advertisement on the TES website [ ]

Advertisement on Guardian Online [ ]

Advertisement on Twitter [ ]

Advertisement on Facebook [ ]

Advertisement on LinkedIn [ ]

Other (please specify):

Type…

# Additional information:

# Type…