TORMEAD

| Application Form - Support Staff |
| --- |
| Applicant Name ..... |
| Position Applied for..... |

**Application Form**

| **Position applied for:** |
|---|

| **Section 1 – Personal details** | | |
|---|---|---|
| Title:<br>Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Date of birth: | | Former name: |
| | | Preferred name: |
| Address: | | National Insurance number: |
| | | Are you currently eligible for employment in the UK?<br>Yes ☐ No ☐<br>Please provide details: |
| Telephone number(s):<br>Home:<br>Work: | | |
| Mobile: | | |
| Email address: | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details. | | |


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## Section 2 – Education

Please start with the most recent

| Name of school/college/university | Dates of attendance | Examinations | | | |
|---|---|---|---|---|---|
| | | Subject | Result | Date | Awarding body |
| | From: dd/mm/yy | | | | |
| | To: dd/mm/yy | | | | |
| | From: dd/mm/yy | | | | |
| | To: dd/mm/yy | | | | |
| | From: dd/mm/yy | | | | |
| | To: dd/mm/yy | | | | |


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## Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

## Section 4 – Employment

| | |
|---|---|
| Current/most recent employer: | Current/most recent employer's address: |

| | |
|---|---|
| Current/most recent job title: | Date started: |
| Brief description of responsibilities: | Date employment ended (if applicable): |

| | |
|---|---|
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. |

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:


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## Section 5 – Previous employment and/or activities since leaving secondary education

Please continue on a separate sheet if necessary

| Dates | Name and address of employer | Position held and/or duties | Reason for leaving |
|---|---|---|---|
| From: dd/mm/yy<br>To: dd/mm/yy | | | |
| From: dd/mm/yy<br>To: dd/mm/yy | | | |
| From: dd/mm/yy<br>To: dd/mm/yy | | | |

## Section 6 - Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

## Section 7 – Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity


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## Section 8 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.


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## Section 9 – Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules referred to at page 10 of this form. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Before answering these questions please see the information on Spent Convictions and the DBS filtering rules at page 10 of this form.

Have you been convicted by the courts of any criminal offence? Yes ☐ No ☐

Is there any relevant court action pending against you? Yes ☐ No ☐

Have you ever received a caution, reprimand or final warning from the police? Yes ☐ No ☐

If answering "YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

## Section 10 – References

Please supply details of **two** individuals, not related to you, from whom we may obtain references. At least one **must** be your present or most recent employer. Please note that personal references will not be accepted. If you are a student or have been out of work for a period of time then teachers or a previous employer will be sufficient.

Please remember that the referees you provide should be able to comment on your ability to perform the job for which you are applying. Referees will only be approached if a conditional offer of employment is made.

| **Referee 1** | **Referee 2** |
|---|---|
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone number: | Telephone number: |
| Email address:<br>May we contact prior to interview? Yes ☐ No ☐ | Email address:<br>May we contact prior to interview? Yes ☐ No ☐ |


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## Section 11 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is enclosed with this Application Form and is available for download from the School's website. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

## Section 12 – Declaration

- **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
- **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the School processing the information given on this form, including any special categories of personal information, as may be necessary during the recruitment and selection process in accordance with the School's Privacy Notice, a copy of which I have received.**
- **I consent to the School making direct contact with the people specified as my referees to verify the reference.**

Signature …….  Date ……..

**Spent convictions and the DBS filtering rules**

**Spent convictions**

| **Sentence** | **Rehabilitation period (in all cases the period commences from the date of the conviction)** | |
|---|---|---|
| | **Aged over 18 at time of the conviction** | **Aged under 18 at the time of the conviction** |


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| | | |
|---|---|---|
| Prison sentence for a term exceeding 6 months but less than 2.5 years | 10 years | 5 years |
| Prison sentence for a term of 6 months or less | 7 years | 3.5 years |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years | 2.5 years |
| Absolute discharge | 6 months | 6 months |

Prison sentences of more than two and a half years are never considered spent

**Filtering rules**

You are not required to disclose information about spent criminal convictions if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

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

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