Logo, company name

Description automatically generated**Support Staff Application Form**

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| **Position applied for:** |

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| **Section 1 – Personal details** | | | |
| Title: | Forename(s): | | Surname: |
| Address: | | | Former name (including maiden name): |
| Preferred name: |
| National Insurance number: |
| **How long have you lived at this address - Please provide date and month you moved to your current address:**  **If less than 5 years, please provide all previous addresses for past 5 years.** | | | |
| Previous address: | | Previous address: | |
| Dates at this address (please include month and year): | | Dates at this address (please include month and year): | |
| Contact details  Home telephone: Email: \_\_\_\_\_\_  Mobile telephone:  Work telephone: | | | |
| Are you currently eligible for employment in the UK? Yes **□** No **□**  Do you have a current full UK driving licence Yes **□** No **□**  When would you be available to start employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please provide full details of membership of any professional bodies  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 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 | | |  |  |  |  |
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| 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. | | | | | | | | |
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| **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: | | | | | | | | |
| **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 | | |  | | |  | |  |
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| To: dd/mm/yy | | |
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| **Section 6 - Gaps in your employment**  If there are any gaps in your employment history, e.g., looking after children, sabbatical year, please give details and dates. | | | | | | | | | |
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| **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 – 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. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. All references will be verified. | |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:  Relationship to Applicant:  Address:  Occupation:  Telephone number:  Email address:  May we contact prior to interview? Yes □ No □ | Name:  Organisation:  Relationship to Applicant:  Address:  Occupation:  Telephone number:  Email address:  May we contact prior to interview? Yes □ No □ |
| **Section 10 – 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. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, online searches (as recommended by the KCSIE 2023), and the Disclosure and Barring Service. Tormead School is fully committed to the principles of equality, diversity, and inclusivity in its recruitment of support staff.  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 11 – 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 …………….. | |