SUPPORT STAFF APPLICATION FORM

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| Position applied for: |
| Where did you hear about this vacancy? |
| Have you previously worked at the School? Yes / No  |
| If Yes, when and which position? |

Personal Details

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| --- | --- | --- | --- |
| Full Name: | Title: | Forename: | Surname: |
| Previous Surname(s): |
| Current address: |  |
| Post code:  |  |
| E-mail address: |  |
| Telephone numbers: | Home: | Mobile: |
| Are you legally eligible for employment in the UK? | Yes / No |
| Since the age of 18 years have you lived or worked overseas for a continuous period of 3 months or more? | Yes / No |
| If yes, please give details: |
| National Insurance number:  |
| Do you have a current driving licence?  |
| Do you have any endorsements?  |

St Andrew’s Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employment Details

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| --- | --- |
| Current Employer's name and address: | Tel no. |
| Position held and key responsibilities:  |
| Reason for leaving: |
| Start date (month/year): Notice period: |

Employment History

Please give details below of present and past employment - most recent first.

Please ensure that you note all gaps in employment and detail the reasons for these, e.g. travelling, carer.

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| --- | --- | --- | --- | --- |
| Previous Employer's name and address: | Position held | Reason for leaving | Start date (month/year) | End date (month/year) |
|  |  |  |  |  |

Please continue on a separate sheet if necessary.

Education, Training and Qualifications (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| University/College | Qualifications / Experience gained | Start date (month/year) | End date (month/year) |
|  |  |  |  |

Relevant Experience

Please provide details of any skills or experience you have gained (both in and outside of work) which may help you perform the duties of the post for which you have applied.

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Further Information

Please add any details which you feel may assist your application.

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Interests and Hobbies

Please provide details of your main interests, pastimes, sports and hobbies.

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References

Please provide details of two referees who we may contact - one of which **must** be your present or last employer. If you have not been employed previously, please provide an academic or character referee. References will not be accepted from relatives or from employees of the School or Eastbourne College. Current employers will not be contacted until you have been offered and accepted an appointment.

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| --- | --- | --- |
| Name: |  |  |
| Position: |  |  |
| Address: |  |  |
| Telephone number: |  |  |
| E-mail: |  |  |

**DBS Checks**

All appointments are subject to an enhanced DBS disclosure. All required pre-employment checks must be completed before an appointment can be finally confirmed.

**The College is exempt from the Rehabilitation of Offenders’ Act 1974 (Exceptions) Order 1975 (as amended in 2013) and therefore all convictions, cautions, reprimands and final warnings that are not “protected” must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by the College.**

*Do you have any convictions, cautions, reprimands or final*

*warnings which would not be filtered in line with current guidance?* YES / NO













If ‘YES’ to the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

**Health**

The College is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the College complies with its obligations under the Disability Discrimination Act 1995 (as amended) (the “Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled? Yes No

If you wish to, give further details here

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Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here

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If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the College would need to make to enable you to carry out the role?

Yes No

If yes, please give details here

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**Declaration**

**I confirm that the details in this employment application are, to the best of my knowledge, true and complete. I understand that if I have deliberately given false information, I may be dismissed at any time. I declare that I am not disqualified under the Childcare (Disqualification) Regulations 2009 from working in a school setting.**

Signed: ……………………………………………. Date: ……………………….

**This application is only valid if signed; electronic signatures (a scan of your signature) will be accepted.**

Please return to: Human Resources Department, Eastbourne College, Marlborough House, Old Wish Road, Eastbourne, BN21 4JY

 Or hr@eastbourne-college.co.uk for electronic applications