**APPLICATION FORM - SUPPORT STAFF**

**(Please download our application form)**

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| POSITION APPLIED FOR: |  | |
| WHERE DID YOU SEE THIS VACANCY ADVERTISED? |  | |
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| **SECTION 1** – PERSONAL DETAILS | | |
| FULL NAME:  (underline the names by which you like to be known) |  | |
| FORMER SURNAMES:  (where any previous change of name(s)) |  | |
| DATE OF BIRTH: |  | |
| CURRENT ADDRESS: |  | |
| PREVIOUS ADDRESS:  (Please state ALL addresses used in the last five years, if more than one, with dates. Use a separate sheet of paper if necessary) |  | |
| CONTACT DETAILS: | Telephone (home):  Telephone (work): Telephone (mobile): |  |
| EMAIL ADDRESS: |  | |
| NATIONAL INSURANCE NUMBER: |  | |
| ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UK: (If no, please provide details) | **YES**   **NO**   Details: | |
| DO YOU HAVE A CURRENT CLEAN DRIVING LICENCE? | **YES**   **NO**  | |
| CURRENT SALARY: |  | |

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| **SECTION 2** - DETAILS OF ALL EDUCATION AND QUALIFICATIONS:  *Please start with most recent and continue on a separate sheet if needed.* | | | | |
| Dates | School / College / University | Qualification | Subject / Area of Study | Grade |
| From:  To: |  |  |  |  |
| From:  To: |  |  |  |  |
| From:  To: |  |  |  |  |
| From:  To: |  |  |  |  |
| From:  To: |  |  |  |  |

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| **SECTION 3** - EMPLOYMENT HISTORY | | | |
| Please provide a full employment history, starting with your current / most recent employment, which accounts for every month and year since you left full-time education. Any gaps should be detailed in Section 4. *Please start with most recent and continue on a separate sheet if needed.* | | | |
| Dates | Name and Address of Employer | Position Held & Brief Description of Duties | Reason for Leaving |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |

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| **SECTION 4 –** GAPS IN EMPLOYMENT |
| If there are any gaps in employment history, e.g. looking after children, sabbatical year, please give dates and details. |
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| **SECTION 5** – YOUR SUITABILITY FOR THE ROLE |
| Please outline, and provide examples of, how you meet the criteria in the Job Description. This can include any personal qualities, experience and skills you have gained in previous positions, or in activities outside of work, that you feel are relevant to the duties of the post. |
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| **SECTION 6** – OTHER INTERESTS AND ACTIVITIES |
| Please give details of your leisure interests and activities, voluntary work etc |
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| **SECTION 7** – ONLINE PROFILE DETAILS |
| Schools are asked to carry out online searches on shortlisted candidates as part of the process of assessing suitability. You are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts * the account names / handles for all your social media accounts, including any under a nickname or pseudonym * any other publicly available online information about you of which the School should be made aware   You are not required to provide account passwords or to grant the School access to private social medial accounts.  If you are not shortlisted for the role, online searches will be not carried out on you. |
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| **SECTION 8** - EXISTING CONTACTS WITHIN SCHOOL |
| Please indicate if you know any existing employees or governors at the schools and if so how you know them.  Please also state if you are working with a child / children currently attending Dulwich Prep London. |
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| **SECTION 9** - REFERENCES | | | |
| Please provide details of at least two people who we may contact for references. One of these should be your current or most recent employer. If your current / most recent employment does not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. ***Neither referee should be a relative or someone known to you solely as a friend.***  The School intends to take up references on all shortlisted candidates before interview. Referees will be asked whether you have been the subject of any safeguarding concerns. The School reserves the right to take up references from any previous employer. | | | |
| **Referee 1** | | **Referee 2** | |
| NAME:  OCCUPATION:  ORGANISATION: |  | NAME:  OCCUPATION:  ORGANISATION: |  |
| ADDRESS: |  | ADDRESS: |  |
| TELEPHONE NUMBER:  EMAIL ADDRESS: |  | TELEPHONE NUMBER:  EMAIL ADDRESS: |  |
| RELATIONSHIP TO YOU: |  | RELATIONSHIP TO YOU: |  |
| **CONSENT: I authorise Dulwich Prep London to obtain references from my present employer and my previous employer(s).**  **Signature: ……………………………..………………….. Date: …………………………………………..** | | | |

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| **SECTION 10** - DECLARATION |

**I confirm that** **that I am not named on the Children’s Barred List or otherwise disqualified from working with children** 

**I confirm that I am not prohibited from being involved in the management of an independent school**  (do not tick this box if the role for which you are applying is not a management role)

**I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight**  (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')

**I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information** 

**I confirm that the information I have given on this application form is true and correct to the best of my knowledge** 

**I** **understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence** 

**I understand that the School needs to collect and use certain types of information about employees, and in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be use during the recruitment process and if appointed will be used as part of my personal records** 

**I consent to the School holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the School for this purpose from time to time** 

**Signature: ……………………………..………………….. Date: …………………………………………..**

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of this Declaration.