



# SUPPORT STAFF APPLICATION FORM

<b>JOB TITLE</b>	
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<b>APPLICANT DETAILS</b>	
Title:	Miss/Ms/Mrs/Mr/Dr/Other (please state)
First Name(s):	
Last Name/ Family Name:	
Previous Name (s):	
Address:	
Postcode:	
Contact Telephone Number(s):	
Email address:	
National Insurance Number:	
Are you a member of the Local Government Pension Scheme ?	YES / NO
Are you eligible to work in the UK ?	YES / NO (Evidence will be requested at interview)
Where did you see this job advertised?	

## EDUCATION AND TRAINING

### Formal Qualifications

Please list all your formal qualifications ensuring that you do not miss any identified in the person specification.

(If necessary add additional rows)

Date	School /College/University	Qualification/Result/Grade

### Other Training

Date	Organising Body	Course Title

### Membership of Professional Bodies

Name of Professional Body	Membership Type	Date of Membership	Membership Number

## EMPLOYMENT

Please list all jobs held in chronological date order. There should be no gaps in your employment end education history – please explain any apparent gaps (in the box \* below).

Job Title	Name and Address of Employer & Telephone Contact Details	Salary	Date Appointed (dd/mm/yy)	Date of Leaving	Reason for Leaving

## NOTICE PERIOD

If you are currently in employment, how much notice is required to terminate your contract?

## ACCOUNTING FOR ANY GAPS \*

Date (from)	Date (to)	Reason

## OTHER APPLICANT DETAILS

Have you ever been dismissed from any employment for any reasons other than redundancy?

**YES / NO** If yes, please give details, including dates, reasons and employer:

You must not canvass governors or employees of The Radclyffe School in order to further your application or give you an unfair advantage.

Are you related to a governor or employee of The Radclyffe School ? **YES / NO**  
If yes, please provide details:

## REFERENCES

One of your referees must be from your current or the most recent employer. Referees must be able to comment on your suitability for the job you have applied for. References will not be accepted from relatives or persons who only know you as a friend. References will be sought prior to interview. Only those with references satisfactory to the school will be appointed.

Details	Current/Most Recent Employer	Previous Employer
Referee Name:		
Job Title:		
Address:		
Postcode:		
Tel Contact No:		
Email Address:		
How do you know this person?		

## SUPPORTING INFORMATION

We shortlist applicants for interview on the basis of the information provided in their application form. Please use the space below (the box will expand as you type, or you may add additional sheets if hand written) to provide details of your skills, knowledge and experience that demonstrate you meet **all** the requirements of the person specification provided for the post you are applying for. Remember to give specific examples of your experience and responsibilities. You should aim to keep your supporting statement to a maximum of two sides of A4. Please ensure your last name /family name is written at the top of any additional hand written sheets.

## DECLARATION

Please read the declaration below and then sign / type your name to confirm that the information you have supplied is complete and truthful and that you agree to the information being processed by The Radclyffe School for the purposes of recruitment (including verification checks), monitoring and (if appropriate) subsequent employment.

**I certify that to the best of my knowledge that all the information I have given is correct. I understand that my application may be rejected or, in the event of being appointed, I may be dismissed without notice for withholding or giving false information. I also give my permission for the processing of data contained or referred to in this application in accordance with data protection legislation. I also understand that any subsequent employment will be subject to the receipt of references and a criminal records check satisfactory to The Radclyffe School.**

Name :

Date:

## REHABILITATION OF OFFENDERS

This post involves working with children. Do you have any 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). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Any failure to disclose such information could result in disciplinary action /dismissal. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Have you at any time received, or do you have pending, a caution, bind over, reprimand, warning or conviction ?

**YES / NO**

If **YES**, please state:

**Status of Offence (e.g. conviction, caution etc)**

**Nature of Offence**

**Date of Offence**

**Sentence / Disposal**

## DISABILITY

The Equality Act 2010 says that you may be disabled if you have a substantial physical or mental impairment that affects your ability to carry out day to day activities and which has lasted, or is likely to last more than 12 months. The Radclyffe School has made a commitment to improve employment opportunities for people with disabilities and if you meet the essential requirements of the person specification for the post, you are guaranteed an interview.

Do you consider yourself to be disabled?

**YES / NO**

If YES, what is the nature of your disability and what adjustments (if any) might be required for you to do the job you have applied for?

Are there any arrangements we can make to assist you if you are invited for interview / assessment ?

## EQUALITY MONITORING

In order that we may monitor the effectiveness and success of our recruitment process, please provide the information requested below (place an X in the relevant boxes). The information is confidential but will form part of the record of the successful candidate. Completion of the following information is optional but we appreciate a response.

My age is...		My sex is ...		My sexuality...		My religion/belief is...	
16-18		Male		Gay man		None	
19-24		Female		Lesbian		Buddhist	
25-39		Transgender		Straight/ heterosexual		Christian	
40-54		No answer		Bisexual		Hindu	
55-65				No answer		Jewish	
Over 65						Muslim	
No answer						Sikh	
						Other (please specify)	
						No answer	

My cultural ethnic origin is...

White		Dual Heritage		Black or Black British	
British		White and Black Caribbean		Caribbean	
Irish		White and Black African		African	
Traveller of Irish Heritage		White and Indian		British	
Gypsy /Roma		White and Pakistani		Somali	
Polish		White and Bangladeshi		Other black	
Other White European		Other mixed			
Other White					
Indian					
Pakistani					
Bangladeshi					
Kashmiri					
Other Asian					
Chinese					
Other ethnic group					
Unknown					
No response					

*Thank you for completing this application form. We value your interest. Please return it to The Radclyffe School, Hunt Lane, Chadderton, Oldham OL9 0LS or by email to [admin@theradcliffeschool.co.uk](mailto:admin@theradcliffeschool.co.uk) by the specified closing date.*

*If you have not heard from us within three weeks of the closing date please assume that your application has been unsuccessful as we do not contact applicants who have not been shortlisted for interview.*