



THE HARVEY GRAMMAR SCHOOL

Application Form – Support Staff Posts

(Confidential)

Post Title:

Please print off and complete using black ink or complete electronically.

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.

Please ensure you complete **ALL** sections. Your application will be treated in the strictest confidence but we reserve the right to verify the information supplied.

SECTION 1: PERSONAL DETAILS

Surname:	Forename:
Previous Surname(s):	e-mail:
Address: Postcode:	Home Tel No: Work Tel No: Mobile Tel No:
Date of birth:	
Do you contribute to a Pension Scheme? Yes ☐ No ☐	If Yes, please give details:
Are you related to a member of the School Governing Body? Yes ☐ No ☐	If Yes please give details:

SECTION 2: QUALIFICATIONS AND EXPERIENCE

Secondary School(s) attended (with dates):	
GCSEs/O Levels (or equivalent) Please give subjects, grades and dates	
A Levels (or equivalent) Please give subjects, grades and dates	
Degree(s) Please give full details, including name of institution(s) attended, dates, subject and class achieved	
NVQs and Work Based Qualifications Please give full details, including name and level of qualification, name of institution(s) attended, dates, level obtained	
Training Please give details of relevant courses and training undertaken in the last FIVE years, including dates and duration, title, provider and qualifications obtained	

SECTION 2: QUALIFICATIONS AND EXPERIENCE continued

Please provide details of your full employment history since the age of 18 in reverse chronological order ie starting with your current post and working backwards. Please explain any gaps in your employment. Continue on a separate sheet if necessary.

Current employer:	
Current role:	
Since:	Current salary:
Reason for wishing to leave:	

Previous employer:		
Role:		
From:	To:	Salary:
Reason for leaving		

Previous employer:		
Role:		
From:	To:	Salary:
Reason for leaving		

Previous employer:		
Role:		
From:	To:	Salary:
Reason for leaving		

SECTION 3: SUPPORTING STATEMENTS

Please provide details of any relevant skills and interests that you have and details of any community or voluntary work experience.

Please outline how your knowledge, skills and experiences meet the competencies required for this post as indicated in the person specification. Please refer to your experience in previous employment as well as relevant experience gained outside paid employment eg home or college study or via community or leisure activities. Continue on a separate sheet if necessary.

SECTION 4: SAFEGUARDING

Disclosure of criminal background is required of those with substantial access to children.

You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. **A subsequent offer of appointment will be dependent upon the completion of a satisfactory enhanced DBS (Disclosure and Barring Service) check.**

Have you ever been convicted of a criminal offence or received a police caution? Yes ☐ No ☐	If YES, please provide details (date, offence, sentence)
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SECTION 5: RIGHT TO WORK IN THE UK

The Asylum and Immigration Act 1996 makes it a criminal offence for the school to employ anyone who does not have the right to live and work in the United Kingdom. All British citizens must provide their National Insurance details below. If you are a non-British citizen but have the right to live and work in the United Kingdom please complete the section on work permits and/or visas and national insurance number (if applicable). If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment with the school.

National Insurance No:									
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Visa reference	Visa issue date	Visa expiry date
Work permit number	Work permit expiry date	
Residency permit number	Residency permit expiry date	

SECTION 6: REFEREES

Please indicate **two** people who can provide references – one of whom should be your present/most recent employer.

References will be taken up before an offer of employment is made and may be taken up prior to interview.

Name:	Name:
Position/relationship to you:	Position/relationship to you:
Address:	Address:
Tel No:	Tel No:
e-mail:	e-mail:

SECTION 7: DISABILITY STATEMENT

The Harvey Academy Ltd (the Harvey Grammar School) is a fair employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All posts require an enhanced DBS check.

It is also committed to meeting its legal requirements towards disabled applicants. Applications from disabled persons are welcomed and we will where reasonably practicable make adjustments to our recruitment process to ensure any disabled persons are considered on a fair and lawful basis. With this aim in mind please complete the following section as appropriate.

If you require an alternative to completing this form by way of an adjustment due to a disability please contact Kirsty Bristow on 01303 252131.

The information you have given us in this form will be used for the purpose of ensuring that we comply with our legal obligations to make any reasonable adjustments to our recruitment process or, in the event you are subsequently employed by us, to your employment and will be processed by us in accordance with data protection legislation.

Do you consider yourself to be disabled?	Yes ☐	No ☐
If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act*?	Yes ☐	No ☐

** The Disability Discrimination Act 1995 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.’*

Are there any adjustments that you would like to us to consider/would like us to make to this recruitment process in light of your disability?

SECTION 8: DECLARATION

Data Protection

I hereby give my consent for The Harvey Academy Ltd (The Harvey Grammar School) to process, and retain on file, information contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.

Declaration

I declare that the information I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from appointment or, if I am appointed, may result in my dismissal.

Signature	Date
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How did you become aware of this vacancy? *(Please tick all that apply)*

JobsinKent website ☐

Newspaper Advert ☐

School website ☐

Other ☐

If Other, please give details:

When you have completed all sections of this form, please return it to the school at the address below:

Mrs K Bristow
School Business Manager
The Harvey Grammar School
Cheriton Road
Folkestone
Kent
CT19 5JY

or by e-mail to: kbristow@harveygs.kent.sch.uk with the subject line "Application for (post details)".