**Application for a Support Staff Appointment**

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| POSITION APPLIED FOR | |
| TITLE  SURNAME  PREVIOUS NAMES USED  FIRST NAME | TEL (HOME)  TEL (WORK)  TEL (MOBILE) |
| PERMANENT ADDRESS (INC POSTCODE) | CORRESPONDANCE ADDRESS (INC POSTCODE) |
| N.I. NUMBER | \*DATE OF BIRTH |
| EMAIL ADDRESS | |
| \*Do you have eligibility to work in the UK Yes  No  Are there any restrictions on your eligibility to work in the UK? Yes  No  If shortlisted for interview you will be required to bring proof of your eligibility to work in the UK with you. | |
| \*Have you ever lived outside of the UK after the age of 16 years? Yes  No  If yes, please provide addresses and dates for this period (we will require a Police Certificate of Good Conduct from that/those country(ies)). | |
| Notice period / when can you begin working? | |

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| |  | | --- | | **EDUCATION AND QUALIFICATIONS** | |  | | | |
| Please give details of any professional, technical, academic or vocational qualifications (to include the award body and date the award was issued), including dates of admission and name of School/College/University. | | |
| |  | | --- | | SCHOOL / COLLEGE / UNIVERSITY | | |  | | --- | | YEARS FROM / TO\* | | |  | | --- | | QUALIFICATIONS / EXAMINATIONS PASSED / RESULTS | |
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| |  | | --- | | If shortlisted for interview you will be required to bring proof of your qualifications with you. | | | |

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| **EMPLOYMENT AND WORK HISTORY** | | | | | |
| Starting with your present/last occupation, please give details in the columns provided. Include any part time or voluntary work as well as full-time employment, include start and end dates, explanations for gaps/periods not in employment and reasons for leaving employment. Please feel free to continue this section on an additional page. | | | | | |
| **Present Position** | | | | | |
| \* Date of appointment | Current salary and benefits | Employer name | Job Title | Main duties | Reason(s) for leaving |
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| Why do you wish to leave your current role?  **Breaks in Employment History** If you have any breaks in employment since leaving school, please give details of these periods and your activities during these times; e.g. unemployment, raising family, voluntary work, training etc.  Dates (From & To) Activities | | | |
| **Other Experience** | | | |
| From | To | Employer/company | Position held |
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| **Membership of Professional Bodies** | | | |
| Name of Professional Body | Level | Qualification | Date Achieved |

**WHY DO YOU WANT TO WORK FOR DOVER COLLEGE?**

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**SPECIALIST SKILL(S) AND EXPERIENCE**

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**OTHER EXPERIENCE - PLEASE DETAIL HOW THIS MAY BE OF BENEFIT TO DOVER COLLEGE**

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| **DO YOU POSSESS A CURRENT DRIVING LICENCE** **Yes**   **No** |
| **DO YOU HAVE ANY ENDORSEMENTS OR DISQUALIFICATIONS?** **Yes**   **No** |
| **ARE YOU LICENSED/QUALIFIED TO DRIVE A MINIBUS?** **Yes**   **No** |

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| WHERE DID YOU SEE THIS POSITION ADVERTISED? |

**REFEREES**

1. Please give names and addresses of two referees, one of which must be your current/last employer. (If you are not currently working in an environment with children, but have done in the past, your 2nd reference must be your last employer in an environment working with children.)
2. We are unable to accept references from a relative or people writing solely in the capacity of friends.
3. If you are shortlisted, references will normally be taken up prior to interview. If you have any concerns with this please let us know (this could potentially delay your start date if you are appointed and/or result in the need for a further interview).
4. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is ‘time expired’, whether there have been any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.
5. The School reserves the right to contact any previous employer.

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| **REFEREE 1** | **REFEREE 2** |
| Title, Name and Address | Title, Name and Address |
| Occupation | Occupation |
| Relationship | Relationship |
| Tel | Tel |
| Email | Email |

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| **EXISTING CONTACTS WITHIN THE SCHOOL**  In accordance with the Equal Opportunities Policy and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees, Governors or pupils at Dover College and if so, how you know/are related to them. | |
| Name and Position at Dover College | Relationship to you  (e.g. friend, neighbour, sister etc.) |
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| **DECLARATIONS AND SELF DISCLOSURE** |
| **All offers of employment are subject to:**     * + Pre-employment immigration check   + Satisfactory medical clearance   + References satisfactory to the school   + Proof of qualifications relevant to the post   + A decision based upon a certificate from the Disclosure and Barring Service.   + Overseas police check where necessary   **Data Protection**  Dover College will create computer records about you during the recruitment and selection process. If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file. If your application form is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.  **Safer-Recruitment Statement**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  The College is particularly careful to inquire into the character and background of applicants for posts involving contact with children. Work at the school is exempt under the Rehabilitation of Offender Act 1974. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS). Should the check not be to the satisfaction of the school, any offer of employment may be withdrawn or employment terminated.  In accordance with the requirements of the Asylum and Immigration Act 1996, any offers of employment will be subject to the production of a valid passport or birth certificate and formal confirmation of your National Insurance number. In addition, all employees must provide copies of required qualifications and submit authorisation to have them verified.  Employees recruited with a joining date on or after 1 November 2010 will need to be registered with the Independent Safeguarding Authority (ISA) before starting work. Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. |
| **Investigations into abuse or inappropriate behaviour**  Please declare if you have ever been the subject of an investigation or inquiry into abuse or other inappropriate behaviour.  **No, I have not** been the subject of an investigation or inquiry into abuse or other inappropriate behaviour.  **Yes, I have** been the subject of an investigation or inquiry into abuse or other inappropriate behaviour.  If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. This will not be opened unless you are shortlisted for interview. |
| **Before answering the questions below please see the information on spent convictions and the DBS filtering rules** [**https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide**](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)  Have you been convicted by the courts of any criminal offence? **Yes**   **No**  Is there any relevant court action pending against you? **Yes**   **No**  Have you ever received a caution, reprimand or final warning from the police? **Yes  No**  If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. This will not be opened unless you are shortlisted for interview. |
| **Declaration**   * I certify that I know of no reason, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question, and that I understand that any offer of employment made by the school will be conditional on verification of medical fitness. * I certify that, to the best of my knowledge and belief, all particulars included in my application are correct and true. I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal, and may amount to a criminal offence. * I consent to the College processing the information given on this form, including any “sensitive” information, as may be necessary during the recruitment and selection process and should I be appointed, the information provided to be used to form the basis of personnel records. * 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. If false information is provided it will be reported to the regulatory body. * I consent to the College making direct contact with the people specified as my referees and to previous employers to verify the reference. * I understand that, if my application is successful, the information provided in this form (together with any attachments) will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be destroyed by confidential shredding in 6 months. * I have read and understand the Dover College Safeguarding Child Protection Policy (available on the Dover College Website under /about us/school policies <http://www.dovercollege.org.uk/about-us/policies/>   **\*\*Signed**  **Print Name**  **Date** |

**\*\* signing this application form in wet ink/digitally/electronically will all validate this application form**

*We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. Unsuccessful applications will be destroyed after six months. Dover College’s full Privacy Policy can be viewed via the School’s website –* [*www.dovercollege.org.uk*/*Safeguarding-policies-and-inspection-reports*](http://www.dovercollege.org.uk/Safeguarding-policies-and-inspection-reports)