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**Application for Employment**

**(Support staff)**

***Please complete using black ink***

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| **Application for post of:** |

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| **Surname:** |  | **Title:** Mr / Mrs / Miss / Ms / Dr |
| **Forenames**: |  | **Previous Names:** |

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| **Current Address:**  **Postcode:** | **Home Telephone:** |
| **Work Telephone:** |
| **Mobile Telephone:** |
| **NI Number:** | **Email:** |

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| **DBS/CRB No:** |  | **DBS/CRB Date**  **of Issue:** |  |

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| **Educational and Academic Qualifications:**  *Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications will be requested.* | | | | | |
| **General Education** | | **School/College/University** | **FT/**  **PT** | **Examinations taken or to be taken & dates** | **Grades**  **obtained** |
| **From** | **To** |
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| **Present Employment (if applicable):** | | |
| **Employer’s name and address:**  **Postcode:** | **Date Appointed:** |  |
| **Job Title:** |  |
| **Salary:** |  |
| **Telephone No:** | **Notice Required:** |  |

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| **Previous Employment:**  *Please list in reverse chronological order.* | | | | |
| **Dates** | | **Name and Address**  **of employer** | **Job Title** | **Brief details of responsibilities**  **and reasons for leaving** |
| **From** | **To** |
|  |  |  |  |  |

***Please continue on a separate sheet if necessary***

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| **Application Letter:**  *Please attach a letter of application explaining why you want this job, what relevant experience you have and what skills and qualities you would bring to the school. Please ensure that you account for any gaps in your employment history within this letter.* |

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| **Existing Contacts Within the School:**  *Please indicate if you know any existing employees or governors of the school, and if so, in what capacity.* |
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| **Where did you hear about this vacancy?** |
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| **Other Information:** | | | |
| Do you consider yourself  to have a disability? | YES / NO | If yes, please indicate your disability: |  |
| Are you registered disabled? | YES / NO | If yes, please state registration number: |  |
| Do you have a current driving licence? | YES / NO | Do you have regular use of a vehicle: | YES / NO |
| How did you find out about this vacancy? |  | | |

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| **Medical Fitness:** |
| In accordance with the Education (Teachers) Regulations 1982, all teachers are required to satisfy their employers of their medical fitness on entry to the teaching profession and also during their subsequent employment. In this connection, the successful applicant will be required to complete a medical questionnaire for consideration by a Medical Officer. |

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| **Right to Work in the UK:** |
| **Are there any restrictions to you working in the UK**? YES / NO  *Please note that you will be asked for an original document to confirm that you are entitled to live and work in the UK which we are required by UK Law to have seen prior to your start date.*  **Have you ever lived or worked outside of the UK?** YES/NO  *If yes, please detail countries and dates:* |

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| **Declaration:** | |
| This post is subject to the DES Circular 4/86 “Protection of Children: Disclosure of Criminal Background to Those with Access to Children”. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Rehabilitation of Offenders Act 1974.  You are asked to disclose any previous convictions (spent or unspent). In the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action. Any information given about convictions will be completely confidential. The successful candidate will also be required to give his/her agreement to a policy check as a matter of routine.  **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 (Amendment) (England and Wales) Order 2016**  <http://www.legislation.gov.uk/uksi/201311198/pdfs/uksi_20131198_en.pdf>  Yes / No  If yes, please give particulars: | |
| Signature: | Date: |

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| I certify to the best of my knowledge, the information given in this application is factually correct and I understand that any false information may, in the event of employment result in dismissal or disciplinary action. | |
| Signature: | Date: |

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| **Referees:**  *Please provide at least two referees. One referee* ***MUST*** *be your current or most recent employer. If you work for more than one employer you will need to supply a referee at each of your current employers. Where you are not currently working with children but have done so in the past, one referee should be the employer by whom you were most recently employed in this capacity. References from schools must be signed or countersigned by the Headteacher. Please note references will not be accepted from relatives or from relatives writing solely in the capacity of friends. References will normally be taken up before interview. We will telephone the referee to confirm the reference once received.* | |
| **Name:**  **Position Held:**  **Address:**  **Telephone No:**  **Email address:** | **Name:**  **Position Held:**  **Address:**  **Telephone No:**  **Email address:** |

Please return completed application forms together with letter of application and equal opportunities monitoring form to HR at **recruitment@stmichaels.kent.sch.uk**.

*DBS Enhanced Disclosures will be stored for successful candidates. It is the practice of the school to retain copies of DBS disclosures for school personnel records however disclosures will be destroyed if the school receives a request from the member of staff, peripatetic or contractor in writing. This application form will be kept in your staff personnel file, should you be successful in your application and kept for 50 years according to the requirements of our Insurers.*