



PARKSTONE GRAMMAR SCHOOL

Sopers Lane, Poole, Dorset, BH17 7EP

Tel: 01202 605605

Headteacher: David Hallsworth

SUPPORT STAFF APPLICATION FORM

Post Applying For:

PERSONAL DETAILS

Surname:

Forename(s):

Title:

Preferred Forename (if different):

Address:

Tel No (Home):

Tel No (Mobile):

E-mail:

NI Number:

Post Code:

Current Driving Licence: Yes / No

How did you hear of our vacancy?

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Parkstone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Full details can be found on our school website and we encourage you to read this.

Do you have a DBS certificate?

Yes

No

Date of check:

If yes, do you have an update service?

Yes

No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Shortlisted applicants will be required to complete self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS will be considered on a case-by-case basis.

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Do you have the right to work in the UK?

Yes

No

If yes, please state on what basis:

UK Citizen

EU Settled Status

Skilled worker visa

Graduate visa

Youth mobility visa

Other – please provide full details in the box below

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you have lived and/or worked outside of the UK for more than three months in the last 10 years, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

You will be required to obtain the relevant criminal record checks from your time outside of the UK. Information on these processes can be found on gov.uk. Please note that any cost for these checks will not be covered by the school.

Have you spent time living and/or working outside of the UK in the last 10 years?

Yes – please provide full details in the box below

No

EDUCATION (post age 16)**Institution(s) Attended****Dates****Qualifications Gained**

Please include any higher degrees in this section

PROFESSIONAL TRAINING**Course****Date****MEMBERSHIP OF PROFESSIONAL BODIES****Name of Body****PREVIOUS EMPLOYMENT (in chronological order beginning with the first) full or part-time.**

Please provide details where there are any gaps in employment.

Job Title**Employer****Summary of responsibilities****Dates of
Employment (to
& from)****Reason for leaving**

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CURRENT EMPLOYMENT

Present Salary: _____ Scale Pt: _____

Job Title	Employer	Summary of responsibilities	Dates of Employment (to & from)	Reason for leaving

INTERESTS (e.g. hobbies, sports, voluntary work)

SUPPORTING STATEMENT

Please use this section to show how your skills, experience and training would enable you to meet the requirements of this post.

(If additional space is required please continue on a separate sheet)

REFEREES

Please give the names, addresses and occupations of two referees, one of whom should be your present employer or headteacher if you are working in a school.

References will be called for at the time of shortlisting, as required by the 'Department for Education –Keeping Children Safe in Education' document, part 3. By giving these details below you are providing consent for us to obtain them.

Please let your referees know that you've listed them as a referee. If either of your references knows you by a different name, please state: _____

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
E-mail:	E-mail:

OTHER DECLARATIONS (*Please delete as appropriate)

1 Are you related to any member of the governing body or school staff? Yes / No*

If yes, please give details
(Any canvassing direct or indirect will disqualify)

2 To the best of my knowledge and belief, the information on this application form is correct.

Signed Date

DATA PROTECTION STATEMENT FOR JOB APPLICANTS

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or securely destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

CHILD PROTECTION AND RECRUITMENT OF EX-OFFENDERS

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. The school is also committed to a policy of equal opportunity.

SHORTLISTED CANDIDATES

If you are successful to be shortlisted and invited to interview we will provide you with a Criminal Records Self-Declaration form for you to complete. This forms part of our duty to safeguard our students and is in line with the guidance within Keeping Children Safe in Education. Further information is available on our school website.

EQUAL OPPORTUNITIES MONITORING INFORMATION

Parkstone Grammar School operates a policy of equal opportunity and fair treatment for employment and advancement. To assist in monitoring the policy, and for this purpose only, you are asked to give details of your age, gender, health, any disability and ethnic origin. This sheet will be detached from your application form and not seen by those who shortlist for interview.

Please tick appropriate box

Name:

Post Applied For:

Date of Birth:

Female Male Other Prefer not to say

Do you consider yourself to have a disability as defined by the Equality Act 2010?

i.e. A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Yes No Prefer not to say

Ethnic Origin (In accordance with the Commission for Racial Equality)

Prefer not to say

White

British

Irish

Any other White background please state

Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background please state

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background please state

Black or Black British

Caribbean

African

Any other Black background please state

Chinese or other ethnic group

Chinese

Other ethnic group please state