

**Application form for Support**

|  |
| --- |
| **Data protection notice** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You’ll find more information on how we use your personal data in our privacy notice for job applicants on our website. |
| **Disclosure and barring and recruitment checks** |
| Poole High School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Poole High School’ privacy notice.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years, Poole High School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Please advise on a separate sheet of any convictions or cautions. These will be dealt with in the strictest of confidence. |
| **right to work in the uk** |
| Poole High 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. |
| **sign and date** |
| Name (please print):  Sign:  Date: |

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Please return the application form to:

Mrs N Steele

[n.steele@poolehigh.poole.sch.uk](mailto:n.steele@poolehigh.poole.sch.uk)

Poole High School

Wimborne Road

Poole

Dorset

BH15 2BW

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post details** | | | | |
| Post applied for |  | | | |
| Closing date |  | Where did you see the  advert? | |  |
| **Personal details** | | | | |
| Title |  | | Full name |  |
| Other names known by |  | | | |
| Home address |  | | | |
| Home phone number |  | Mobile number | |  |
| Email address |  | | | |
| National Insurance no. |  | | | |
| Do you hold a current driving licence? |  | | | |

|  |  |
| --- | --- |
| Name and address of school/organisation | Job title |
| Current or last salary and grade |
| Full/part time |
| Date started in post | Date of leaving (if relevant) |
| Reason for leaving | Notice period |
| Brief description of duties | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment**  (Please give details of all previous employments starting with the most recent first) | | | | |
| School/organisation name and address | Dates | | Brief description of responsibilities | Reason for leaving |
| From | To |  |
|  |  |  |  |  |
|  | | | | |
| **Breaks in employment**  (Please provide details of any breaks in employment, including dates where possible) | | | | |
|  | | | | |

|  |
| --- |
| **Employment history**  (Please give details of your current or most recent employment) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education/qualification history**  (If you are invited to interview, you will be asked to provide original copies of your qualifications) | | | | |
| Name of schools, colleges or universities attended | Dates | | Qualifications achieved | Grades |
| From | To |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Training and professional development** | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application | | | |
| Course dates | Length of course | Course title | Qualification obtained |
|  |  |  |  |

|  |
| --- |
| **Additional information** |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
|  |

|  |
| --- |
| **Supporting statement** |
| Please provide details of why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.  Only information contained in this application form will be considered when shortlisting for interview.  Tell us about how your skills, knowledge, experience and qualifications make you a suitable candidate for this role. Please provide details of any specialist training experience/skills you possess that may be relevant to the role. You can draw on experiences from paid or voluntary work, study or in your personal life. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee. Please do not include friends or relatives. Poole High School reserves the right to seek any additional references we deem appropriate.  Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.  References will be taken up prior to interview for all applicants. Satisfactory references will be needed before an offer of employment can be made.  If either of your referees knows you by a different name, please state:  If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐ | | | |
| **Reference 1 (current or most recent employer):** | | **Reference 2:** | |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Address |  | Address |  |
| Tel no. |  | Tel no. |  |
| Email |  | Email |  |
| Relationship to you and length of time known: | | Relationship to you and length of time known: | |
|  | |  | |

|  |  |  |
| --- | --- | --- |
| Relationship to Poole High School | | |
| Please list below any personal relationships that exist between you and any of the following members of the Poole High School community:   * Governors * Staff * Pupils   If you have a relationship with governor of employee, this does not necessarily prevent them from acting as a referee for you | | |
| Name | Relationship | Role at school |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Disability and Accessibility |
| Poole High School has committed to ensuring that applicant with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equal opportunities and diversity questionnaire** | | | | | |
| We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.  This information **will not** be used during the selection process. It will be used for monitoring purposes only. | | | | | |
|  | | | | | |
| **Gender** | | | | | |
| Male | Female | | | Other | Prefer not to say |
|  | | | | | |
| **Disability** | | | | | |
| Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as a ‘physical or mental impairment which as substantial and long term adverse effects on the ability to carry out normal day to day activities’ | | | | | |
| Yes | | No | | | Prefer not to say |
|  | |  | | |  |
| If yes, please provide details: | | | | | |
|  | | | | | |
| **Which of the following best describes your ethnic origin?** | | | | | |
| **White**  British  Irish  Any other white background | | **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background | | | **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background |
| **Black or Black British**  Caribbean  African  Any other Black background | | **Gypsy/Romany**  Gypsy/Romany | | | **Any other ethnic background**  Any other ethnic background |
| If selected any ‘other background’ please state | | | | | |
|  | | | | | |
| **Nationality:** | | |  | | |
| **Which of the following best describes your religion/beliefs?** | | | | | |
| Christian | | None/no religion | | | Hindu |
| Jewish | | Buddhism | | | Muslim |
| Sikh | | Other | | | Prefer not to say |
|  | |  | | |  |
| **Which of the following best describes your sexual orientation?** | | | | | |
| Heterosexual/straight | | Gay/lesbian | | | Bisexual |
| Other | | Prefer not to say | | |  |
|  | |  | | |  |
| **Date of Birth (e.g. dd/mm/yyyy):** | | |  | | |