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| **Private & Confidential**  **Application Form**  **Support Staff** |  |

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| **Position applied for** |  |

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| Please complete this application form with as much detail as possible, completing each section in full. Once completed, please email or post to the address on the last page, along with a copy of your CV for reference. |

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| **Personal Details** | | | | | | |
| Title |  | First name |  | | Surname |  |
| Address (including postcode) |  | | | | | |
| Previous address (if less than 5 years at current address) |  | | | | | |
| Home Telephone No. |  | | | Mobile No. | |  |
| Email address |  | | | Nationality | |  |
| Date of Birth |  | | | Marital status | |  |
| National Insurance No |  | | | Previous Surname(s) | |  |

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| Do you hold a current driving licence? | Yes No |

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| Are you currently eligible for employment in the UK?  (If you have answered no, please give details, and continue on a separate sheet if necessary)  Have you resided outside the UK for a period exceeding 3 months in the last 10 years?  (If you have answered yes, please provide details and continue on a separate sheet if necessary)  Do you require a work permit?  If yes, please give details of type and length of visa | Yes No  Yes No  Yes No |

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| **Education and Qualifications. Please list below, starting with the most recent** | | | | |
| **Dates**  **From - To** | **Name of School/ College/ University** | **Qualifications gained** | **Subject(s)** | **Grade(s)/Result(s)** |
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| **Training and Professional Qualifications. Please provide details of any further training, qualifications or professional memberships you have that you feel may be relevant to your application** | | |
| **Dates** | **Training/Qualification** | **Grade/**  **Result** |
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| **Present Employment**  **Please provide details of your present/most recent employment** | | | |
| Employer  (Name and address) |  | | |
| Position held by you |  | | |
| Main duties and responsibilities |  | | |
| Present salary |  | | |
| Benefits incl. pension scheme |  | | |
| Date employed from (month and year) |  | Date employed to (month and year) |  |
| Reasons for leaving |  | | |
| Notice period |  | | |
| **Employment History. Please provide details of your full employment history, including any breaks in employment and/or voluntary work, starting with the most recent. Please continue on a separate sheet if necessary** | | | |
| Employer  (Name and address) |  | | |
| Position held by you |  | | |
| Main duties and responsibilities |  | | |
| Date employed from (month and year) |  | Date employed to (month and year) |  |
| Reason for leaving |  | | |

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| Employer  (Name and address) |  | | |
| Position held by you |  | | |
| Main duties and responsibilities |  | | |
| Date employed from (month and year) |  | Date employed to (month and year) |  |
| Reason for leaving |  | | |

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| Employer  (Name and address) |  | | |
| Position held by you |  | | |
| Main duties and responsibilities |  | | |
| Date employed from (month and year) |  | Date employed to (month and year) |  |
| Reason for leaving |  | | |

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| Employer  (Name and address) | |  | | |
| Position held by you | |  | | |
| Main duties and responsibilities | |  | | |
| Date employed from (month and year) | |  | Date employed to (month and year) |  |
| Reason for leaving | |  | | |
| **Gaps in your employment**  **If there are any gaps in your employment history, eg, looking after children, sabbatical, please provide details below** | | | | |
| **Date from** | **Date to** | **Reason for gap** | | |
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| **Supporting Statement**  **Please detail below your reasons for wishing to be considered for this position and your suitability for the job. In particular, please relate any skills and experience that you have gained in paid or unpaid employment, education or leisure interests to the job description** |
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| **Hobbies, Interests and other skills**  **Please give details of any hobbies, skills or interests, particularly those which may be of benefit to the school** |
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| **References**  **Please provide details of at least two people who can provide a reference. References will be requested prior to interview for those candidates shortlisted. One of your references should be your present employer, if you do not wish us to contact your present employer prior to interview please let us know.** | | | |
|  | **Referee 1**  **(current employer)** | **Referee 2** | **Referee 3** |
| Name |  |  |  |
| Position |  |  |  |
| Address |  |  |  |
| Telephone |  |  |  |
| Email |  |  |  |
| How do you know your referee? |  |  |  |
| Can this referee be contacted prior to interview? | Yes / No | Yes / No | Yes / No |
| Please note, that in accordance with safer recruitment protocol:   * References will not be accepted from relatives or people acting solely in the capacity of friends * If you are currently not working with children but have done so in the past, one referee must be that employer * Any previous employers may be contacted to verify experience or qualifications prior to interview | | | |

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| **Criminal Record** |
| If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check and employment by the school is conditional on a satisfactory result.  The School is exempt from the Rehabilitation of Offenders Act 1974 and is there permitted to ask you to declare all convictions, cautions, reprimands, and final warnings, including those which would normally be considered as spent.  You are not however required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>, although these rules do not apply for individuals who have two or more convictions.  Having a criminal record will not necessarily prevent you from taking up the appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, eg, through the DBS check, then this may place your appointment in jeopardy.  Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from the school.   * Have you ever been subject to a court order, bound over or 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 * Have you ever been referred to, or are the subject of a sanction, restriction or prohibition   issued by a regulator of the teaching profession in the UK or any other country? Yes No   * Do you have any unspent cautions or convictions under the Rehabilitation of Offenders Act 197?   Yes No   * It is a criminal offence for barred individuals to seek or undertake work with children. Are you either on the Children’s Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (eg, General Teaching Council)   Yes No   * Are you related to, or otherwise have a close relationship with any existing employee or director of the School or other School within the Broadway Group? Yes No   If you have answered yes to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “Confidential – HR Manager” with your application form |

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| **Recruitment** |
| It is the school’s policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, gender assignment, civil partnership status, pregnancy or maternity, marital status, religion or religious belief, disability or age.  By completing this application form you agree to the School processing and retaining your information in accordance with the Privacy Notice which can be found on our website.  If invited for interview you will need to bring all relevant certificates and documents as proof of qualifications necessary or relevant for the post.  The school is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment. |
| **Special Arrangements** |
| The school is an equal opportunities employer. The purpose of asking the following question is to ensure that the school complies with its obligations under the Equality Act 2010 (“the Act”). For the purposes of the Act, a disability is defined as 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.  Are there any special arrangements you might require to enable you to attend an interview?  Yes / No (delete as necessary) If yes, please provide details.  In accordance with the guidance published by the DfES, any offer of employment made by the school will be conditional upon the school verifying the successful applicant’s medical fitness for the role assuming that all reasonable adjustments are in place. Therefore, if your application is successful, you will be required to complete a medical questionnaire, the responses to which will be assessed before any offer of employment is confirmed. |
| **Declaration** |
| This application will be processed within the terms specified by the Data Protection Act 1988.  **I hereby explicitly consent to the school collecting, holding and otherwise processing personal data (including sensitive personal data) relating to me for the purposes necessary within the employment process and in accordance with the Schools privacy notice.**  **I confirm that**   * **I understand the schools’ recruitment and selection process.** * **I am not disqualified from working with children and I am not named on the children’s barred list.** * **I have never been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.** * **That I have never had my registration cancelled in relation to childcare or children’s homes or have been disqualified from private fostering.** * **That I have never been charged or convicted with any offence which took place overseas** * **The details provided in this application are, to the best of my knowledge, true and complete.**   **I understand that any offer of employment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate then the school shall be entitled to withdraw any offer of employment or terminate (with or without notice) any contract of employment and could refer the matter to the police**.  Signature: Date: |

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| Once completed, please return this form in either Word or PDF format to :  Email : school.manager@moylescourt.co.uk  or  Mrs. Lorraine Stoddart  Moyles Court School  Moyles Court  Ringwood  Hampshire  BH24 3NF |