**APPLICATION FORM – Support Staff**

**Application for the post of Admin Assistant**

**1 Personal Details**

|  |  |
| --- | --- |
| Surname: | First names:  (Underline preferred name) |
| Title: Mr/Mrs/Miss/Ms/Dr/ | Former Name(s): |
| Home address: | Address for correspondence (if different) |
| Post code | Post code |
| Tel no (day): | Mobile number: |
| Tel no (evening): | Email address: |
| Are you entitled to work in the UK? YES/NO | N.I. number: |
| Do you have any personal, business or other connection with The Queen’s School? YES/NO  If so, please provide details | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2 Education and Qualifications post 14 | | | | |
| 2.1 GCSEs or equivalent | | | | |
| Secondary school | Dates | | Qualification/s | Grade |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.2 A levels or equivalent | | | | |
| Secondary school | Dates | | Qualification/s | Grade |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.3 Degree / diploma or equivalent | | | | |
| Institution | Dates | | Qualification/s | Result |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.4 Other vocational qualifications, skills or training | | | | |
| Institution | Dates | | Qualification/s | Result |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3 Employment History | | | | | |
| **3.1 Present or most recent employer** | | | | | |
| Post Title | FT /PT | Name of employer & address | Type of organisation | Dates | |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |  |
| Brief description of responsibilities | | | | | |
| Reasons for Leaving/Seeking other Employment | | | | | |
| Date by which notice has to be given | | | Current salary £  Made up of:  Basic Salary £  Allowances £ | | |
| Date when you would be available to take up employment if offered | | |
| Do you receive any employee benefits YES/NO  If YES, please give details | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.2 Previous Employment since leaving full-time education**  In chronological order, starting with the most recent. Continue on a separate sheet if necessary. | | | | | |
| Post Title | FT /PT | Name of employer & address | Type of organisation and reasons for leaving | Dates | |
| From  mm/yy | To  mm/yy |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **3.3 Gaps in Employment**  If there are any gaps in your employment history, e.g. looking after children, unemployment, please give details and dates. Continue on a separate sheet if necessary. | | |
| Details | Dates | |
| From  mm/yy | To  mm/yy |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4 Relevant courses attended within the last three years | | | |
| Course title | Date and Duration | Organising body | Subject or type of course |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5 Personal Statement**

Please write a personal statement below no longer than one side of A4 in support of your application, including why you believe your qualifications and experience equip you for this post. You may include community responsibility or involvement, family circumstances, professional skills, hobbies and pastimes etc.

|  |  |
| --- | --- |
| 6 References | |
| Please give the names & contact details of two people who can give a written reference commenting on your suitability for this post. One must be your most recent employer. If you are not currently working with children but have done so in the past, one of your referees should be the employer by whom you were most recently employed in work with children. Neither reference should be accepted from a relative or from someone known to you solely in the capacity as a friend. | |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email address: | Email address: |
| Occupation: | Occupation: |
| Relationship: | Relationship: |
| We take up references for all short-listed candidates before interview and we may approach previous employers for information to verify particular experience or qualifications, including any from overseas.  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 for which the penalty is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about these issues.  If the School references a factual reference, i.e. one which contains only limited information about you, additional references may be sought. | |

|  |  |
| --- | --- |
| **7 Criminal Record** | |
| An Enhanced Disclosure from the Disclosure and Barring Service, including a Children’s Barred List check for all positions at the School which amount to regulated activity, will be applied for. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School and it is unlawful for the School to employ anyone who is barred from working with children. If you are successful in your application you will be required to complete a DBS Disclosure Application.  Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. You are not 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. All guidance and criteria on the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure set out in the School’s Recruitment policy and procedure.  It is a condition of your application that you answer the questions below. | |
|  | Delete as applicable: |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules.** | YES / NO |
| Is there any relevant court action pending against you? | 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. | |

**8 Sanctions. Restrictions and Prohibitions**

|  |  |
| --- | --- |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Delete as applicable:  YES / NO |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | YES / NO |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | 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. | |

|  |  |
| --- | --- |
| **9 Declaration** | |
| * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** * **I understand that providing false information is an offence and could result in an application being rejected, or summary dismissal (if the false information comes to light after my appointment) and may amount to a criminal offence.** * **I confirm that I am not on the Children’s Barred List or otherwise disqualified from working with children.** * **I confirm that, to the best of my knowledge, I am not disqualified from working with children in early years provision or later years provision with children under the age of eight.**   Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the Declaration at Section 9. | |
| Signed: | Date: |
| Please print name: | |

Please complete this application form and send it by post or by email to the HR Manager [recruitment@thequeensschool.co.uk](mailto:recruitment@thequeensschool.co.uk) with a letter of application no longer than one side of A4 by the closing date.

|  |
| --- |
| *Further information on how we use your personal data can be found here* [*www.thequeensschool.co.uk/privacynotices*](http://www.thequeensschool.co.uk/privacynotices) |
| *All requested information above is mandatory* |