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| Support Staff Application Form |

**Charlotte House Preparatory School for Girls**

**88 The Drive**

**Rickmansworth**

**Herts WD3 4DU**

**Tel: 01923 772101**

**Application Form**

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| **Position applied for:** |

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| **Section 1 – Personal details** | | | | |
| Title: | Legal Forename(s): | | Legal Surname: | |
| Date of birth: | | | Former name: | |
| National Insurance No: | | | Preferred name: | |
| Address: | | | | |
| Telephone number(s):  Home: Work:  *May we contact you at work? Yes  No *  Mobile: | | | | |
| Email address: | | | | |
| Do you hold a full clean driving licence? Yes  No  | | | | |
| Please confirm that you are you currently eligible for employment in the UK? Yes  No  | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Charlotte House Prep School? If so, please provide details. | | | | |
| **Section 2 – Education**  Please start with the most recent. It is our school’s policy to confirm the qualifications of successful candidates. | | | | |
| **Name and location of secondary school/ college/university/other** | | **Course & Dates of attendance** | **Examinations and Qualifications attained (Subject, Grade and Level)** | |
| **Subject** | **Result** |
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| **Section 3 – Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you are applying. | | | | | | |
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| **Section 4 – Employment**  Please give us details of your current/most recent employer, post and salary. | | | | | | |
| Current/most recent employer: | | Current/most recent employer’s address: | | | | |
| Current/most recent job title  and salary: | | Date employment started: | | Date employment ended:  (if applicable) | | |
| Brief description of responsibilities: | | | | | | |
| Do you receive any employee benefits? | | | | | | |
| Reason for seeking other employment: | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | |
| **Section 5 – Previous employment and/or activities since leaving secondary education**  Please list all your previous employment including any self-employment, consultancy, unpaid, temporary and part-time jobs, with your reasons for leaving, and explain any gaps. We will ask you to revise the application form if gaps are evident (please continue on a separate sheet if necessary). | | | | | | |
| Dates | Name and address of employer | | Position held and/or duties, and final salary | | Reason for leaving | |
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| **Section 6 – Achievements, Personal Qualities and Skills**  Please give your reasons for applying for this post, explaining why you believe you are suitable for the position. Please outline your relevant skills and experience, plus details of voluntary work and leisure interests. | | | | | | |
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| **Section 8 – Criminal records** | | | | | |
| An offer of employment is conditional upon the School receiving a satisfactory Enhanced DBS Disclosure. If you are successful in your application you will be required to complete a Disclosure and Barring Service disclosure application. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service Board (a copy of which is available from the DBS website [www.disclosures.co.uk](http://www.disclosures.co.uk)).  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must declare all convictions, cautions, reprimands, bind-overs and final warnings (including those which would otherwise be considered “spent” under the Act). A criminal record will not automatically debar you from employment. Each case will be assessed fairly by the School  Do you have any criminal offences held against you? 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   Are you disqualified from working with children, named on the DfES List 99 or the Protection of Children List, or subject to any sanctions imposed by a regulatory body? Yes  No   If ‘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. | | | | | |

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| **Section 9 – References**  Please supply the names and contact details of two people whom we may contact for references. One of these must be your current or most recent employer and the other a reference that we can contact prior to interview. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. | |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:  Address:  Occupation:  Telephone number:  E-mail address (must be a work address not personal):  May we contact prior to interview? Yes  No  | Name:  Organisation:  Address:  Occupation:  Telephone number:  E-mail address(must be a work address and not a personal):  May we contact prior to interview? Yes  No  |

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| **Section 10 – Recruitment** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity 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, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All offers of employment are subject to satisfactory medical fitness, two satisfactory references, verification of identity, qualifications, and the right to work in the UK.  We process this data for recruitment purposes only. We will not share it with anyone else.  We would like to keep this data until our vacancy is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you or three months has passed. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. |

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| **Section 11 – Declaration** |
| * **I agree that any offer of employment with Charlotte House is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate).** * **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 which could result in my application being rejected and (if the false information comes to light after my appointment) may result in dismissal and prosecution.** * **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.** * **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I consent to the School making direct contact with all previous employer's where I have worked with children or vulnerable adults to verify my reason for leaving that position.** * **I consent to the School making direct contact with the people specified as my referees to verify the reference.**   **Signature …………………………………………………… Date ………………………..** |