



**Packwood Haugh School
Standard Application Form:
Support Staff**

Post Applied for:

The application form should be completed in full in order to be considered for the position.

Section A - Personal Details

Full Name (<i>underlining the names by which you like to be known</i>): Address:	Former Surnames (<i>eg maiden name or where any previous change of name(s)</i>): Previous Address(es) (<i>if resident at current address for less than 5 years</i>)
Date of Birth:	
Tel: Day: Evening: Mobile:	Email:
National Insurance No:	Nationality:

Section B - Education and Professional Qualifications

Details of Education (Academic/Vocational/Professional Qualifications):

(Please use a separate sheet if appropriate and list in chronological order)

Dates	Educational Establishment	Qualifications (with Grades)

Section C - Career History

Please supply a full history, in reverse chronological order (with start and end dates), of all employment, self-employment, volunteer work and any periods of unemployment since leaving education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Any gaps will be followed up appropriately.

(Please use a separate sheet if appropriate)

PRESENT POSITION			
Job title:		Date Appointed:	
(Business Name and Type):			
Current Salary:			
<u>Duties & Responsibilities:</u>			
PREVIOUS POSITIONS			
Dates: (from – to)	Position	Training Establishment / Employer	Reason for leaving

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Section D – Hobbies and Interests:

(Please use a separate sheet if appropriate)

Section E – Personal Qualities & Experience:

**Please outline the personal qualities and experience that you think are relevant to this post.
(Please use a separate sheet if appropriate)**

Section F - Existing Contacts Within Packwood Haugh School:

Please indicate if you know any existing employees or governors at the School, and if so how you know them:

Section G - Referees:

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

1. Name:
Address:

2. Name:
Address:

Tel:
E-mail:

Tel:
E-mail:

Section H - Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Section I - Declarations:

Disclosure and Barring Service Checks

I am aware that the post for which I am applying is subject to a DBS Check at Enhanced Level and is exempt from the Rehabilitation of Offenders Act 1974.

I have not been disqualified from working with children, am not named on the prohibition lists held by the NCTL.

Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you ever been convicted of a criminal offence which is not ‘protected’?

No **Yes**
(please delete as appropriate)

(If Yes, details of any convictions, cautions or bind-overs should be attached in a sealed envelope marked confidential)

Medical Fitness

Are you suffering, or have you suffered in the past, from any continuing or previous medical condition, ailment or injury which may now, or in the future should any existing condition deteriorate, make it difficult for you to fulfil all the requirements of the post for which you have applied?

No **Yes** *(If Yes, please give details below or on a separate sheet of paper)*
(please delete as appropriate)

Do you have a disability, as defined by the Disability Discrimination Act, that will require us to make workplace adjustments to enable you to perform the role?

No **Yes** *(If Yes, please give details below or on a separate sheet of paper)*
(please delete as appropriate)

Right To Work in the United Kingdom

Do you have the right to work in the United Kingdom?

No **Yes**

I declare that the answers I have given are true to the best of my knowledge and I understand that if I have knowingly given untrue information, any contract with Packwood Haugh School Ltd will be declared void.

Signed:

Date:

Please complete and return this Form to:

Natalie Shaw (Bursar)
Packwood Haugh School,
Ruyton XI Towns,
Shrewsbury,
Shropshire SY4 1HX

Or by email to:

bursar.packwood@gmail.com