

TONBRIDGE SCHOOL
APPLICATION FORM for SUPPORT STAFF
(Please complete this form in **BLACK** ink as it may be photocopied)

POST APPLIED FOR:

Preferred Title: Mr/Mrs/Miss/Ms: Surname: Former Surname: First Names: *(please underline the name by which you like to be known)*

Address: Telephone No: (Home)
Telephone No: (Work)
Post Code: email address:
Number of years at this address:
Previous Address *(if resident at current address for less than five years please provide any previous addresses during this period):*
1. 2.
Number of years at this address: Number of years at this address:

Date of Birth: National Insurance No:
Where did you see the Advertisement?

Do you hold a current *car/motorcycle driving licence? Yes No

DISABILITY

Do you consider that you have a significant long term disability (please tick box) Yes No
Please indicate any special arrangements which you may require for interview.....
.....
Please indicate any special facilities or adaptations which you may need to do the job

HEALTH

Are you in good health ? Yes No
Please give brief details of illness or sick leave taken in the last two years:

EMPLOYMENT RESTRICTIONS

Do you have any restrictions on taking up employment in the UK (e.g. time limit)? Yes No
If appointed, when will you be able to commence duties?

EDUCATION

HIGHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

Name and Address of College, University, Institute, etc.,	Dates		Qualifications Obtained/ Level of Membership	Grade/ Awarding body	Year Taken
	From	To			

POST 16 EDUCATION (Further Education, etc ...)

Name and Address of College, University, Institute, etc.,	Dates		Qualifications Obtained/ Level of Membership	Grade Awarding/body	Year Taken
	From	To			

EDUCATION UP TO 16

Name and Address of School	Dates		Qualifications Obtained	Grade Awarding/body	Year Taken
	From	To			

TRAINING / VOCATIONAL QUALIFICATIONS

Please list any courses/vocational qualifications you have attended which are relevant to the post for which you are applying, in chronological order with start and end dates:

CAREER HISTORY

Please supply a full history in chronological order (most recent first) with start and end dates of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide, where appropriate, explanations for any period not in employment, self-employment or further education/training and in each case any reasons for leaving.

Position:	
Full or Part-time:	Grade:
Name and Address of Employer:	
Basic Salary:	Allowances:
Date of Job Commencement:	Date of Employment to:
Reason for Leaving:	Notice Required:
Main duties, responsibilities and experience:	

Position:	
Full or Part-time:	Grade:
Name and Address of Employer:	
Basic Salary:	Allowances:
Date of Job Commencement:	Date of Employment to:
Reason for Leaving:	Notice Required:
Main duties, responsibilities and experience:	

CAREER HISTORY Cont'd

Position:

Full or Part-time:

Grade:

Name and Address of Employer:

Basic Salary:

Allowances:

Date of Job Commencement:

Date of Employment to:

Reason for Leaving:

Notice Required:

Main duties, responsibilities and experience:

SUPPLEMENTARY INFORMATION

Please give any additional information which you consider useful in enabling a judgement to be formed for your suitability for the post. Include any interpersonal skills that you may have attained through voluntary work, hobbies etc. which might demonstrate your suitability together with your reasons for applying for the post, or further details of employment or training.

GENERAL INFORMATION

JOB SHARING

Please indicate if you are interested in job sharing

Yes

No

SELECTION ARRANGEMENTS

Do you have any particular requirements we need to make to enable you to attend an interview or other selection arrangements?

Yes/No

If yes, please give details.

EMPLOYMENT RELATIONSHIP

Are you related to any pupil/employee or Governor of the School?

Yes

No

If Yes, state their name and how you know them:

Position:

(NB: Canvassing or failure to disclose will disqualify)

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, references will NOT be accepted from relatives or from referees writing solely in the capacity of friends.

May we approach these referees now?

Yes

No

Referee 1: Name:

Address*: Postcode :

Position:

Referee 2: Name:

Address*:Postcode :

Position:

Referee 3: Name:

Address*:Postcode :

Position:

***Please provide full postal addresses, email addresses, and telephone contact numbers.**

DECLARATION (please note two signatures are required)

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs including those regarded as “spent” must be declared.

I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

Or

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signed _____ Date _____

Please note – providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

Data Protection Act 1998 – The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

I hereby certify that the entries on this form are complete and correct to the best of my knowledge and I agree that if my application is successful a CRB check for criminal convictions/actions will be made.

Signed _____ Date _____

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

This application should be sent to:-

**The Personnel Manager
Tonbridge School
Tonbridge
Kent
TN9 1JP**

