



The Robert Carre Trust



APPLICATION FOR SUPPORT STAFF An Equal Opportunity Employer

Please check in the information provided whether additional information is required for your application.

Please use **Black ink** or type

Post applied for:

Surname			
Forename(s)			
Previous Name(s) known by			
Mr/Mrs/Miss/Ms			
Home Address including Postcode			
Telephone No		Mobile No	
Email address		National Insurance No	

Are you in possession of a valid current Driving Licence? YES/NO *(delete as appropriate)*

Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges?	YES/NO
If yes, please supply details	

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an Enhanced Disclosure and you must provide details of all convictions, either in the UK or abroad, including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings and investigations or prosecutions pending. You must also inform us if you are on the ISA List, disqualified from working with children, or are subject to sanctions imposed by a regulatory body.

PRESENT APPOINTMENT	
Employer's Name and Address:	
Job Title:	
Date Started:	
Wage/Salary:	
Notice Required:	
Brief Outline of Duties:	

PREVIOUS EMPLOYMENT (Please also give reasons and duration for any gaps when you have not been in employment)			
Post (most recent first)	From	To	Reason for leaving
Have you ever been dismissed by any of the above employers? Yes/No (delete as appropriate) If yes, further details may be required from you			

EDUCATION		From	To
School/College/University	Qualifications		
PROFESSIONAL QUALIFICATIONS			
Membership Body	Method of Membership	Title of Qualification	

Details of any other specialised training or qualifications not covered in previous sections (eg short courses, on-the-job training, etc).

Documentary evidence of relevant qualifications/memberships must be presented at interview. These **must** be originals.

OTHER RELEVANT INFORMATION AND EXPERIENCE

Please give a brief outline of the skills, knowledge and experience you have gained both inside and outside of the workplace which will help us to evaluate your suitability for the post.

Please continue on a separate sheet if necessary

Name two persons to who reference may be made concerning your suitability for the post. If you are, or have been recently employed, one **must** be your current or last employer. If your current or last employment was within a school, one referee **must** be the Headteacher.

Name:

Name:

Address:

Address:

Capacity in which known to you:

Capacity in which known to you:

Email Address:

Email Address:

References will be taken up after shortlisting and before interview.

Do you have any family or close relationship to existing employees or governors, or known contractors/suppliers to the school? Yes No

If 'Yes', please give details: _____

Asylum and Immigration Act 1996

Can you provide evidence of your legal right to work in the UK? Yes No

(You will be required to produce this documentation at interview)

If you are a foreign national and are successful at interview, you will be required to obtain a 'Certificate of Good Conduct' from your embassy in the UK. This also applies if you are a UK national but have lived or worked abroad for a period greater than 3 months.

Publication in which the advertisement was seen:

DECLARATION

- 1. The information I have given on this form is true and accurate to the best of my knowledge.
- 2. I have read or had explained to me and understand all the questions on this form.
- 3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
- 4. I understand that evidence of my qualifications will be required during the selection interview process.
- 5. I understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed Date

If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.

This form, when completed, should be returned to:

The Head of School
Kesteven and Sleaford High School
Jermyn Street
Sleaford
NG34 7RS

The school reserves the right to reject any applicant without calling the candidate to interview or to reject any candidate after interview.

All information provided on this form will be dealt with in accordance with the Data Protection Act 2018.