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**GORDON’S SCHOOL**

**SUPPORT STAFF**

**APPLICATION FORM**

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| **Post applied for:** | Receptionist | | |
| **Preferred First Name:** |  | **Surname:** |  |

Thank you for your interest in Gordon’s School.

If you are short-listed for interview, you will be contacted directly by telephone or e-mail.

If you have not heard from us within two weeks of the closing date please assume that your application has been unsuccessful.

Please return completed applications to: [htedeschi@gordons.school](mailto:htedeschi@gordons.school)

Closing date: Wednesday 18 September 2019

Interviews: Week beginning 23 September 2019

For Office Use Only

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| Invite for interview | Attending interview | References | Date requested | Date received |
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| 1. **PERSONAL DETAILS** | | | | |
| **Surname:** | | | **Title:**  **Mr  Mrs  Miss**  **Ms  Other:** | |
| **Please list all previous surnames used:** | | |
| **Forename:** | **Middle Names:** | | | |
| **Current Address:** | **Contact Numbers:**  ***Please tick next to which methods of contact you would like us to use.*** Please do not list a work telephone number if you are not happy to be contacted at work under any circumstances. | | | |
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| **Home:** |  | |  |
| **Mobile:** |  | |  |
|  | **Work:** |  | |  |
| **Postcode:** | **E-mail:** | | |  |
| **National Insurance Number:** | | |  | |
| **What is your current notice period?** | | |  | |
| **Where did you see this position advertised?** | | |  | |
| **Are there any restrictions on you taking up employment in the UK?**  **If you have a work permit, please provide the expiry date:** | | | **YES  NO** | |
| **Have you lived outside the UK in the last 5 years? If so, we will need to obtain a Police Certificate of Good Conduct from that country** | | | **YES  NO** | |

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| 1. **EDUCATION AND QUALIFICATIONS** | | | | | | |
| *Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. It is policy to verify the qualifications of successful applicants.* | | | | | | |
| **Secondary School(s) attended:** | | | | | | |
| **Name and Location** | | Dates Attended | | | | **Qualifications Attained (Subject, Level & Grade)**  **Brief summary only** |
| **From**  **(mm/yy)** | | **To**  **(mm/yy)** | |
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| **Colleges attended:** | | | | | | |
| **Name and Location** | | Dates Attended | | | | Qualifications Attained (Subject, Level & Grade) |
| **From**  **(mm/yy)** | | **To**  **(mm/yy)** | |
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| **Universities attended:** | | | | | | |
| **Name and Location** | Dates Attended | | | | Qualifications Attained (Subject, Level & Grade) | |
| **From**  **(mm/yy)** | | **To**  **(mm/yy)** | |
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| **Membership of Professional Bodies:** | | | |
| **Name of Professional Body** | **Level** | **Qualification** | **Date Achieved** |

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| **Other Courses** | *Please list below any courses you have attended which are required for the position or are relevant to it (continue on a separate sheet if necessary).* | |
| **Name of course, where completed and qualification attained** | | **Date Completed (mm/yy)** |
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| 1. EMPLOYMENT HISTORY | | | | |
| *Please supply a full history in chronological order (with start and end dates),* ***starting with your current/most recent employer first****, of all employment, self-employment and any periods of unemployment since leaving secondary education. You* ***must*** *provide, where appropriate, explanations for* ***any*** *periods not in employment, self-employment or further education/training and in each case reasons for leaving employment.*  ***If there are any gaps in your employment history from leaving school to your present employment (e.g. looking after children, sabbatical year), please include the details at the appropriate date.*** | | | | |
| **Employment Dates** | | Name and Address of Employer | Job Title and Brief Summary of Main Responsibilities  of the Position | Reason for Leaving |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** |
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| 3. EMPLOYMENT HISTORY – continued | | | | |
| **Employment Dates** | | Name and Address of Employer | Job Title and Brief Summary of Main Responsibilities of the Position | Reason for Leaving |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** |
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***Please continue on a separate sheet, if necessary*.**

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| 1. **LEISURE/NON-WORK ACTIVITIES** |
| **Please provide details below of your leisure interests, sports, hobbies etc** |
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| 1. **EXISTING CONTACTS WITHIN THE SCHOOL** | |
| *In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees, Governors or students at the school, and if so, how you know/are related to them.* | |
| Name and Position at the School | **Relationship to you**  **(e.g. friend, neighbour, sister etc.)** |
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| 1. **SUPPORTING INFORMATION** |
| *Please provide a statement as to why you are applying for this post, detailing the skills and experience you believe you would contribute to the school. Please make specific reference to the job description/person specification and give evidence of each statement making sure it is relevant to this position.* |
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| **Have you worked with children during your employment?** | **YES  NO** |

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| **Have you undertaken volunteer work involving children?** | **YES  NO** |

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| 1. **REFEREES** | |
| **References**   * *References will only be sought for shortlisted candidates.* * *The first reference* ***must*** *be your present or most recent employer* * *If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.* * *If you are not currently working with children but have done so previously the second reference* ***must*** *be that employer*.   ***NB*** *In accordance with Keeping Children Safe in Education we have to seek two references prior to interview. Where we have not been able to do this any offer made will be subject to satisfactory references and a further interview if there are any questions arising from references received after the initial interview.* | |
| Referee 1 | |
| Name and contact details of referee (including email address) |  |
| **Your relationship to them** |  |
| **May we contact this referee now?** | **YES  NO** |
| **Referee 2** | |
| Name and contact details of referee (including email address) |  |
| **Your relationship to them** |  |
| **May we contact this referee now?** | **YES  NO** |

All offers of employment are subject to:

* Satisfactory medical clearance
* References satisfactory to the school
* Proof of qualifications
* Eligibility for employment
* A decision based upon a certificate from the Disclosure and Barring Service.

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| DECLARATION |
| **Safeguarding**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Assistant Bursar.  If you would like to discuss this beforehand, please telephone in confidence to the Assistant Bursar for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.  **Are you or have you ever been disqualified from working with children? YES  NO**  **Do you have a criminal record? YES  NO**  If you are registered with the DBS Update Service, please confirm and sign below that you are happy for Gordon’s School to undertake this check should you be offered a position with them?  (NB: obtaining a satisfactory DBS Status Check is a condition of employment)  I consent to Gordon’s School checking the DBS Update Service  OR  I am not registered with the DBS Update Service.  Data Protection  The personal information collected on this form will be used for the purposes of recruitment and selection for the role you have applied for. If appointed, this form will become part of your employment record. The information will not be used for any other purpose, nor will it be disclosed to any third party. The school’s policy on retention of information is that all recruitment records are destroyed six months after the closing date for positions (except for information on successful applicants). Please confirm by signing below that you give consent for your information to be used for the school’s recruitment purposes.  In accordance with the requirements of the Asylum and Immigration Act 1996, any offers of employment will be subject to the production of a valid passport or birth certificate.  If it is discovered that you have given any information which you know to be false, or if you withhold any relevant information, your application may be rejected or any subsequent employment with us terminated. |

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| I confirm that the information I have given on this application is correct.    I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.  I hereby give my consent to the School processing the data supplied on this application form for the purpose of recruitment and selection. | | | |
| Signed: |  | Date: |  |