



REDBORNE UPPER SCHOOL

SUPPORT STAFF APPLICATION FORM

Please read the application form guidelines and job description before completing this form.

Please complete the form in black ink and return your completed application to:

Mrs Eva Hobson

Email: stevahobson@redborne.com

Redborne Upper School

Flitwick Road

Ampthill

BEDFORDSHIRE

MK45 2NU



REDBORNE UPPER SCHOOL / SUPPORT STAFF APPLICATION FORM

Job application details:						
Job title:						
Title:	Dr	Mr	Mrs	Miss	Ms	Other:
First name:			Surname Name:			
Home phone number:			Work phone number:			
Mobile phone number:			Preferred phone number:			
Email address:						
Address:						
County:			Postcode:			
Education/qualification(s)						
<p>Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted.</p>						
Name and location of school/college/university	Dates attended (from – to)	Qualification(s)	Result gained/expected			

Education/qualification(s) continued:

Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted.

Name and location of school/college/university	Dates attended (from – to)	Qualification(s)	Result gained/expected

Training courses:

Please provide details of any relevant training courses you have attended within the last five years including title of course and approximate date.

Title of course	Dates attended (from – to)	Qualification(s)	Result gained/expected

Employment history:

Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps.

Jobs working with children or vulnerable adults, please list all employment history including gaps in accordance with "Safer Recruitment" guidelines.

Please use an additional sheet if necessary remembering to write your name and the job you are applying for at the top.

Company or organisation's name	Job title	Employment date (DD/MM/YY to DD/MM/YY)		Reason for leaving

Your application:

This section forms the main body of your application. Please demonstrate in each boxed section below, with examples, how you meet each one of the essential criteria described in the person specification.

Additional sheets may be used if required up to a maximum of 10,000 characters (this equates to 3/4 sheets of typed A4 paper using size 12 font). Please remember to put your full name and the reference number for the job you are applying for on top of each additional sheet.

In this box please provide examples to demonstrate how your qualifications meet the essential criteria for this role.

In this box please provide examples to demonstrate how your relevant experience meets the essential criteria for this role.

In this box please provide examples to demonstrate how your skills and abilities meet the essential criteria for this role.

Skills and abilities continued:

References:

Please provide the names of **two referees** who can provide professional or academic references. The first must be **your present or most recent employer / voluntary organisation**. The person you name must hold a managerial or human resources position in that organisation and have access to your records. **Please ensure that you provide an email address wherever possible** as this greatly speeds up the recruitment process.

Redborne Upper School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.

Satisfactory references must be obtained before any formal offer can be confirmed. If you are applying for a role working with children or vulnerable adults and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any "time expired" disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.

Redborne Upper School reserves the right to request a reference from any organisation with which you have been associated.

Reference 1:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 2:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 3:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Further information:

1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or governor of the school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children or vulnerable adults, by any regulatory, professional or government body.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered “yes” to the questions above please provide further details:

<p>Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974. If you are applying for a role with unsupervised access to vulnerable groups this will be stated on the advert and you will be required at interview to declare if you have ever been convicted or cautioned for any criminal offence either ‘spent’ or ‘unspent’. The DBS code of conduct is available upon request.</p> <p>If you are applying for a role where you will not be working with vulnerable groups you will be asked to declare ‘unspent’ convictions only.</p> <p>Do you agree to declare the information required for the role you are applying for?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Declaration:

I declare that to the best of my knowledge and belief, the information I have provided on this application form and supplied with it is correct.
I understand that any subsequent contract of employment with the school will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.

Signature:..... **Date:**.....

If you lobby employees of the school, either directly or indirectly, in connection with your application you will be disqualified.

Data Protection Act: Redborne Upper School has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application.

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration / monitoring only and for no other purpose.

The school is an equal opportunity employer and as such will only consider criminal records for their relevance to the post in question and a conviction is not necessarily a bar to employment.

Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Redborne Upper School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly. To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

SECTION A							
Your full name:				Title:		Date of Birth:	
Gender: (please specify)				National Insurance Number:			
Other names you have been known by:							
Please state where you saw this post advertised:							
SECTION B							
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?							
Asian/Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background Please specify
Black/Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Please specify background
Chinese or other Ethnic	Chinese	<input type="checkbox"/>	Any other Ethnic group			<input type="checkbox"/>	Please specify Ethnic Group
Mixed	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other Mixed background Please specify
White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Please specify background
b) Disability The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.							
Do you consider yourself to have a disability under the Equality Act Act 2010? (Please select Yes/No as appropriate)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.							
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?							
Lesbian	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes your religion/faith/belief? Religion/Faith/Belief?							
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	Other please specify	



Guaranteed Interview Scheme

Redborne Upper School is committed to the employment and career development of disabled people.

What do we mean by disability?

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

Simply complete this section, and read the declaration below and sign.

Please give details of your disability:

Are there any arrangements that may be required to be made should you be invited for interview?

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Declaration:

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:

Signature:

Name:

Date:

Any false declaration of disability to obtain an interview will invalidate any contract of employment.

WHERE DID YOU HEAR ABOUT THIS VACANCY

Could you please indicate by ticking one of the boxes below, where you heard about the vacancy you are applying for

LOCAL NEWSPAPER

ON-LINE (please give details)

WORD OF MOUTH

SCHOOL WEBSITE

OTHER (please give details)

Please return this form with your completed application form to Eva Hobson at Redborne Upper School