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Russell House is committed to safeguarding and promoting the welfare of children

**APPLICATION FORM**

**Part Time Assistant Groundstaff**

| **Position applied for:** |  |
| --- | --- |
| **Full Name:**  (include middle names) |  |
| **Former Surnames:**  (e.g. maiden name)  Including date(s) of change of name (e.g. marriage date) |  |
| **Place of birth:** |  |
| **Current address** including the month and year of moving into that address: |  |
| **Home telephone number:** |  |
| **Mobile telephone number:** |  |
| **Email address:** |  |
| **National Insurance No:** |  |
| **Current salary:**  You may be asked to provide evidence |  |
| **Notice Period:** How much notice do you need to give in your current post? |  |
| **Where did you seen this post advertised?** |  |

| **Any previous addresses** you have had during the past five years, including dates of change of address |  |
| --- | --- |

**Details of all academic/vocational qualifications:**

Please state in chronological order, starting with the earliest

(for GCSE or equivalent give only number of each grade e.g. 5 A’s, 3 B’s. For A Levels or equivalent state subject and grade)

| **Academic Qualifications**  **Secondary** | **Institution** | **Date obtained**  **mm/yy** | **Grade** |
| --- | --- | --- | --- |
|  |  |  |  |

| **Academic Qualifications**  **University/College** | **Institution** | **Date obtained**  **mm/yy** | **Grade** |
| --- | --- | --- | --- |
|  |  |  |  |

| **Postgraduate Vocational Qualifications** | **Awarding Body** | **Date obtained**  **mm/yy** | **Grade** |
| --- | --- | --- | --- |
|  |  |  |  |

**Employment History:**

Please provide details in chronological order, starting with the earliest of **all** employment and any periods of unemployment since leaving education. Provide explanations for any periods not in employment or training/education ie Maternity Break. Provide ‘start’ and ‘end’ dates. **There should be no gaps in the dates from leaving education to-date.**

| **Dates**  **From**  **mm/yy** | **To**  **mm/yy** | **Employer’s name & address** | **Position** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Do you have any existing contacts within the school**

**(circle/delete as appropriate): YES NO**

(if YES, please give details)

**Please state the personal qualities and experience that you have which make you a suitable candidate for this role.**

**What are your hobbies and interests?**

**Referees:**

* Please supply the contact details of two referees, one of which **must** be your current or most recent employer.
* References from schools should have the Head of the school as the named referee
* References from relatives or friends are not acceptable.
* Two references from different organisations is preferred.
* FOR TEACHING POSTS ONLY: If 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. If you have not worked with children previously, please explain the nature of your referees.

|  | Referee 1: | Referee 2: |
| --- | --- | --- |
| Name:  Address:  Telephone:  Email: |  |  |
| Can they be contacted prior to interview?  (circle/delete as appropriate) | Yes No | Yes No |
| Relationship to you and their role within their organisation |  |  |

Please be aware that, should you be successful in your application, Russell House reserves the right to contact any previous employer.

**Please confirm the following statements (circle/delete as appropriate):**

I confirm that all the information I have supplied is true and correct YES/NO

I consent to Russell House seeking references from my nominated referees YES/NO

I consent to Russell House checking links to any of my social media sites YES/NO

I consent to Russell House applying for a Barred List check YES/NO

I give consent for Russell House to apply for a DBS check on my behalf YES/NO

I consent to Russell House using my personal data in line with the General Data Protection Regulation and I have read and understood the Privacy Notice on the School’s website

YES/NO

If NO, please provide an explanation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration:**

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, I am not named on a Barred List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg 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.

….................................................................................. …...................................

Signature Date

**All regulatory pre-employment checks will need to be completed satisfactorily prior to final confirmation of appointment**

**DISCLOSURE AND BARRING SERVICE (“DBS”)**

In order to comply with regulations, Russell House needs to make checks on your identity and address. Original documents or certified copies only are acceptable.

These documents can also be used as evidence in order for the school to request a DBS disclosure

**You must provide evidence of your Qualified Teacher Status**

**AND**

A total of 3 documents from the following list must be produced, one of which must be photographic evidence:

**Evidence of identity and date of birth**

Photographic evidence – either Passport or Photo Driving Licence

Birth Certificate

Marriage certificate

**Evidence of address**

Recent bank/building society statement

Credit Card statement

Correspondence from the Inland Revenue

Utility bill

(Any of these documents must be in your name, showing your current address and be less than 3 months old)

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**Additional documents that the school needs to see**:

o Evidence of qualifications - original or certified copies only

o Eligibility to work in the UK if not a national of an EEA country

o Any other evidence you feel appropriate e.g. First aid certificate

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