



# Application for Employment – Support Staff

Gildredge House School is committed to the safeguarding and promotion of the welfare of all children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

## Job details

Job title	
Closing date for application	
Work arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/> / job share <input type="checkbox"/>
If job-share, please state preferred working arrangements:	

## Personal details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Mx <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Address	
Email address	
Correspondence Address (if different from above):	
Daytime telephone number	
Mobile	
Home	

## Present employment

Job title	
Name and address of employer (including County)	

Date started current post	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

### Previous employment

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work and work experience.			
Name & Address (including County and nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

### Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)


<b>Other History</b>		
(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)		
From	To	Reason

## Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.		
Course Title	Organisation	From / To

## Membership of professional institutes

Please indicate whether membership is by examination		
Institute	Level of membership	Year of Award

## Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

Experience	From / To

## Driving Licence

<b>Only answer if a full driving licence is an essential requirement of the job.</b>	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

**Why should we hire you?** Refer to 'Guidance Notes' for job applicants

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests.

## **Declaration by Applicant**

### **The Working Time Regulations 1998**

#### ***Regulations on Working Time***

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Department working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

- Average weekly working hours are limited to 48 hours
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave.

#### ***Department Policy and Procedures***

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take 'all responsible steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

#### ***This declaration will not prejudice your application***

Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
  - not to offer you the appointment
  - offer the appointment on reduced hours
  - offer the appointment providing the other work is relinquished (or the hours reduced)
  - offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

**Employment which you intend to continue if successfully appointed to the post applied for.**

Please complete and sign **either** Section 1 **or** Section 2 below.

**Your application cannot be processed if you do not return this form.**

Please declare **any** other job, whether they are with a local authority, public bodies or with private companies/employers.

<b>Section 1 – No other employment</b>			
<b>I confirm that I do not have any other employment.</b>			
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
<b>Section 2 – Other Employment</b>			
<b>All other employment that I have is detailed below:</b> Weekly hours must specify total regularly worked (including overtime) Please use 24-hour clock			
<b>Job Title</b>	<b>Weekly Hours</b>	<b>Start Time</b>	<b>End Time</b>
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

## References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

**A job offer will not be made without 2 references.**

In the event we seek references prior to a provisional job offer being made, we will not seek information relating to sickness absence or medical history.

Present/last employer			
Full name			
Address			
Email address		Tel No	
Job title		Organisation	
May we contact this referee prior to interview? (select as applicable)			Yes <input type="checkbox"/> / No <input type="checkbox"/>
Second referee			
Full name			
Address			
Email address		Tel No	
Job title		Organisation	
May we contact this referee prior to interview? (select as applicable)			Yes <input type="checkbox"/> / No <input type="checkbox"/>
We may also seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.			
If you do not wish for us to contact your referees or previous employers prior to interview, please indicate below:			

## Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team' and attach it to your application form.	
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.</b>	
Reason for warning	Date
Name/address of employer	



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## Prohibition Orders on Teaching Assistants

Have you ever been employed as a teacher, member of the school leadership team, or an instructor in a maintained school, academy, independent school or in the FE or HE sector?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been prohibited from teaching?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give details below including the date of prohibition, and the reason.	

## Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

If you require further details please visit the [www.gov.uk](http://www.gov.uk) website.

<b>For posts that are exempt under the Rehabilitation of Offenders Act 1974:</b>	
Have you ever been convicted of a criminal offence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<b>For all other posts:</b>	
Do you have any criminal convictions which are not yet “spent”?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'Confidential - For the attention of the Recruitment Support Team'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

## Declarations

You are required to declare any relationships with any member of Gildredge House School, as canvassing, whether direct or indirect, will invalidate your application.

Are you a relative, partner or friend of anyone who currently works Gildredge House School?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If 'YES', please give details (stating department and job title if quoting an employee):	
Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give details:	

## Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.

Signed:

Date

Print name

**If form has been completed electronically**  
please place an 'x' in this box to indicate your consent →

### *Data protection*

Gildredge House School will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice on our website.

## How to return your form

### **By email to**

careers@gildredgehouse.org.uk

### **By post to**

Head of Human Resources  
Gildredge House School  
Compton Place Road  
Eastbourne East Sussex  
BN20 8AB

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.

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## Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitae (CVs) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

### How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification**. The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

**Please ensure you read the job description and person specification before you begin to complete the form** so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential criteria required for the post.

### How to complete your application form

#### **General hints**

- Read the job description and person specification before you start
- Use type or black ink so we can clearly photocopy forms for shortlisting and interviewing
- Complete all sections of the form as fully as possible
- Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
- Keep a copy of the application form for your own records.

#### ***'Why should we employ you?'***

This is the most important part of the form and is your opportunity to show us how you meet the essential and desirable criteria detailed in the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.

- Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
- Use clearly labelled continuation pages if required.
- Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.

- Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – you will not be shortlisted to interview.

### **References**

We may contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

### **"Confidential - for the attention of the Recruitment Support Team"**

All information provided on a "Confidential - for the attention of the "HR Department" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

### **Rehabilitation of Offenders**

The School requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the Disclosure and Barring Service (DBS). If you require further details please visit the [www.gov.uk](http://www.gov.uk) website.

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as "regulated". This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

Please read the guidance notes before completing this section.

### **Declaration of Interests**

Direct or indirect canvassing of any employee or Governor of the School by, or on behalf of yourself is forbidden. If you are related to any employee or Governor, please put the information in a sealed envelope marked "Confidential - For the attention of the HR Manager".

### **Disability Guidance**

The Equality Act 2010 states that you are disabled if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

### **What do I do now?**

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the address shown on the application form. Please enclose a stamped, self-addressed envelope if you would like receipt of your application form to be acknowledged.

## **Other important information...**

### **Data Protection**

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### ***Evidence of Qualifications***

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your drivers licence and certificate of insurance to your manager for inspection upon appointment.

### ***Health Statement***

Where an appointment is offered, you will be required to complete a health questionnaire which must be cleared by the School's Occupational Health Adviser prior to taking up your post. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

### ***Immigration Act 2014***

It is a criminal offence under the Act to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the UK.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the School that the Act is being complied with.

### ***Applications to Job Share***

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

### ***Interview Expenses***

The School does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the HR Manager if you require such assistance, before incurring any expense.