JOB APPLICATION FORM – SUPPORT STAFF

Applicants must complete and return this Job Application form and either email this to our HR Department at [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk) or post it to our HR Department, St Albans High School for Girls, Townsend Avenue, St Albans, AL1 3SJ. You may incorporate further details, including your own bespoke CV if you wish, together with any observations on the job description you may have, along with your covering letter. For any tick boxes, double click the appropriate box and mark as ‘checked’ to indicate your answer.

All candidates are also invited to complete and return the optional *confidential* Equal Opportunities Monitoring Form at the same time.

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| Position applied for: | Start date: |

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| **Section 1 – Personal details** | | | | | | | | | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms/Mx/  No Title | | Forenames: | | | | | | Surnames: | | | | |
| Former name(s): | | | | | | | | Date of birth: | | | | |
| National Insurance number: | | | | | | | | | | | | |
| Telephone number(s):  Day:  Home:  Mobile:  Email address: | | | | | | Address: *(Please provide your current address and all addresses within the last five years if more than one, continue on separate sheet if needed)* | | | | | | |
| Are you eligible for work in the UK?  Yes  No | | | | | | | | | | | | |
| Do you hold a current UK driving licence?  Yes  No | | | | | | | | | | | | |
| Please note: to comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance number. | | | | | | | | | | | | |
| **Section 2 – Educational and Academic Qualifications (Secondary, Further/Higher or work based)**  Please start with the most recent and give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested. | | | | | | | | | | | | |
| School, College, University | | Examination Course/subject  (with dates) | | From  Month / Year | | | To  Month / Year | | | | Result/Qualifications gained | |
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| **Section 3 – Other vocational qualifications, skills or training**  Please provide details of the most relevant courses attended, qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include any Child Protection training with dates. | | | | | | | | | | | | |
| Course Title | | | Provider | | | | | | Duration | | | Dates |
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| **Section 4 – Employment**  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet. | | | | | | | | | | | | |
| Name and address of most recent school/employer: | | | | Date of appointment:  Are you still employed? **YES / NO**  If **YES**, amount of notice required:  If **NO**, the date employment ended:  Reason for leaving: | | | | | | | | |
| Current salary:  Grade and details of allowance: | | | | | | | | |
| Job Title & Major Responsibility | | | | | | | | | | | | |
| **Section 5 – Previous employment and/or activities since leaving secondary education.**  Please continue on a separate sheet if necessary. | | | | | | | | | | | | |
| Dates from  and to  Month / Year | Name and address of employer | | | Position held and/or duties | | | | | | Reason for leaving | | |
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| **Section 6 – Gaps in your employment**  If there are any gaps in your employment history, please give details and dates (include Month / Year). | | | | | | | | | | | | |
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| **Section 7 – Interests**  Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. | | | | | | | | | | | | |
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| **Section 8 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your suitability and aptitude to undertake the duties outlined in the job description and person specification. | | | | | | | | | | | | |
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| **Section 9 – Statement**  Please indicate here (or on a separate sheet) if you know any existing employees or governors of the School, and if so, how you know them. | | | | | | | | | | | | |
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| **Section 10 – References**  Please supply the names and contact details of two people who we may contact for references. One of these should be your current Head if already working in a school or a Senior Manager or HR Department for your most recent employer. We require each reference to be from a different organisation/school, not both from the same. Where 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. Neither referee should be a relative or someone known to you solely as a friend, nor a work colleague. The School intends to take up references on all shortlisted candidates before interview, where consent has been provided. The School reserves the right to take up references from any previous employer. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the School may take up references from your overseas employers. The School may also telephone your referees in order to verify the reference they have provided. | | | | | | | | | | | | |
| **Referee 1**  Name:  Organisation:  Address:  Email:  Telephone number:  Occupation: | | | | | **Referee 2**  Name:  Organisation:  Address:  Email:  Telephone number:  Occupation: | | | | | | | |
| May we contact them prior to interview?  Yes  No | | | | | May we contact them prior to interview?  Yes  No | | | | | | | |
| **Section 11 – Equal Opportunities**  St Albans High School aims to be a fair employer and is committed to equal opportunities. The School does not discriminate against employees on the basis of gender, ethnic origin or disability. | | | | | | | | | | | | |
| If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to enable you to attend or participate in any interview: | | | | | | | | | | | | |
| **Section 12 – Data Protection Law** | | | | | | | | | | | | |
| The School will process personal data about you in accordance with the General Data Protection Regulation, Data Protection Act 2018 (as each is amended or superseded) and other related legislation.  If you become an employee of the School, this information will be used for personnel administration purposes.  If you do not become an employee, the information will be destroyed. We will process your personal data:   1. As set out in this Section 13, and in the School’s Privacy Notice which is available on the School’s website as may be amended from time to time; 2. In order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirements; and 3. To perform our obligations under any future contract of employment with you and where otherwise reasonably necessary for the School’s purposes. | | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Section 13: Sanctions, restrictions and prohibitions** | | | | | | Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (**NCTL**)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes |  | No |  | | Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | Yes |  | No |  | | Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Yes |  | No |  | | If answering "Yes" to any of the questions in Section 13 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | | | | | | | | | | | | | | |
| **Section 14 – Criminal record** | | | | | | | | | | | | |
| An offer of employment is conditional upon the School receiving an enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which normally be considered “spent” under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  If you have a criminal record this will not automatically debar you from employment. Instead each case will be assessed fairly by reference to the School’s objective assessment process.  Please refer to Appendix 1 for clarification on the DBS filtering rules. | | | | | | | | | | | | |
| **Section 15 – Declaration** | | | | | | | | | | | | |
| St Albans High School for Girls is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.  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 confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.  Applicants for posts for Prep School only: I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.  *(Please delete as appropriate):*  I have no cautions, convictions or bind-overs, or been subject to a court order, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country. *(You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules)*  OR  I have attached details of cautions, convictions, bind-overs, court orders, reprimands, warnings and details of committing a criminal offence (in the United Kingdom or in another country).  Please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form.  I confirm that the information I have given on this application form is true and correct to the best of my knowledge. Any false statement may result in rejection as a candidate or dismissal if employment has started. I release the School and referees from any liability caused by giving and receiving information. I will be subject to checks by the Disclosure and Barring Service.  **Signed:** ………………………………………………… **Date:** ……………………………………. | | | | | | | | | | | | |

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| **Where did you hear about the job for which you have applied?** |
| Newspaper (please specify which one)  ………………………………..  Agency (please specify which one)  …………………………..  School website  Friend  TES - On line  Print  On line job board (please specify which one)  ………………………  Other (please specify)  ……………………….  In addition to the above do you use any other sites or newspapers to search for jobs?  (Please specify) ………………………………………………………………………………………….. |

 

Appendix 1

**CRIMINAL RECORDS CHECKS**

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

DBS filtering rules

With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The filtering rules have recently been updated and work as follows:

For those aged 18 or over at the time of an offence

A spent criminal conviction for an offence committed in the United Kingdom when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant) if:

* + - 1. eleven years have elapsed since the date of the conviction;
      2. it did not result in a custodial sentence; and
      3. it was not imposed for a "specified offence".

A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

* + - 1. six years have elapsed since the date it was issued; and
      2. it was not issued for a "specified offence".

For those aged under 18 at the time of an offence

A spent conviction for an offence committed when a person was under the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

1. five and a half years have elapsed since the date of the conviction;
   * + 1. it did not result in a custodial sentence; and
       2. it was not imposed for a "specified offence".

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).