



# Application Form Support Staff



**This form must be completed in full by all candidates.**

Please refer to the Person Specification and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in the application form is the information we will use when short-listing for interview. You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as any experience gained in the community, through volunteering and leisure activities.

Newlands Girls' School is a disability confident committed employer and, as such, an interview will be offered to disabled candidates who meet the minimum criteria for the role.

<b>Post applied for:</b>			
<b>Present post:</b>			
<b>SURNAME:</b>	<b>First name:</b>	<b>Middle Name:</b>	<b>Title:</b>
All previous Surnames			
National Insurance Number			
House name/number & street			
Town			
County			
Postcode			
Home phone			
Work phone		May we contact you at work?	
Mobile phone			
Email address			
Date on which you could take up the appointment/notice period			

Where did you see the advertisement for this post? (Please highlight in bold):  
Teaching Vacancies Service website / RBWM website / Times Educational Supplement (TES) / School website / Find A Job / Maidenhead Advertiser / Indeed / Monster / Greensheets

*Please note that as part of our recruitment process, and in line with the Keeping Children Safe in Education guidelines, we will perform on-line and social media checks on candidates.*

**Employment Details**

<b>Name of employer:</b>			
<b>Address of current employer:</b>			
<b>Telephone number</b>			
<b>Title of post</b>	<b>Date appointed</b>	<b>Reason for leaving or wanting to leave</b>	<b>Brief details of duties and responsibilities</b>

**Current Salary:****Previous Employment:**

<b>Please start with the most recent and complete in descending date order.</b>				
<b>Start date</b>	<b>End date</b>	<b>Job Title</b>	<b>Brief details of duties and responsibilities</b>	<b>Reason for leaving</b>
<b>Start date</b>	<b>End date</b>	<b>Job Title</b>	<b>Brief details of duties and responsibilities</b>	<b>Reason for leaving</b>
<b>Start date</b>	<b>End date</b>	<b>Job Title</b>	<b>Brief details of duties and responsibilities</b>	<b>Reason for leaving</b>

*Please continue on a separate sheet with details of any further employment or work experience, as necessary*

**Please account below for any periods when you were not in employment or training****EDUCATION, QUALIFICATIONS, MEMBERSHIP AND TRAINING****Education, qualifications, membership and training**

Please give details of any relevant courses, training or qualifications with the establishment completed.

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## **Achievements, personal qualities and skills**

## **Volunteering or Unpaid Work**

**SAFEGUARDING**

It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children.

Because this post involves contact with children for whom the school is responsible, extra checks are made on the background of the staff concerned. If you are shortlisted for this role, you will be required to complete a self-declaration form to disclose information regarding any criminal records or other information that would make you unsuitable to work with children.

Newlands Girls' School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare unspent convictions as well as spent convictions and adult cautions that are not 'protected' in order to assess their suitability to work with children and young people.

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*

**HEALTH RECORD**

All Appointments are subject to medical clearance by the Borough's Occupational Health Provider.

**ONLINE SEARCHES**

We reserve the right to carry out an online search as part of our due diligence obligations on **shortlisted** candidates and candidates will be provided with the opportunity to address any issues or concerns that may come up during the search at interview.

**OTHER**

The school will require proof of address, proof of right to work in the UK and proof of qualifications required.

**Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order)**

We have a responsibility for and are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. We will consider applicants on their merits and in relation to the post for which they are applying. This post is exempt from the Rehabilitation of Offenders Act and successful applicants will be subject to an enhanced DBS disclosure.

Please complete the disclosure of criminal background information requested below.

If your application for this post is successful, you will not be able to commence employment until a satisfactory Enhanced DBS check has been confirmed. The timescales for these checks are outside the control of the school.

Do you have a DBS certificate issued since 17 June 2013? **Yes/ No** If yes, please give the certificate number

Are you registered with the DBS Update service? **Yes/No**

If yes and your application for this post is successful, do you consent to us using the Update Service to check

your Enhanced DBS status? **Yes/No**

**Under relevant legislation, in answering the following questions you must disclose details of all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)**

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/No**

**If YES, please give details:**

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes/No**

**If YES, please give details:**

Information about disclosing a criminal background is available from NACRO [Guide for Job Applicants](#)

### **Declaration**

The school has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form, with information kept by other parts of the school and with organisations who use public funds, in order to protect and prevent fraud.

You are required to notify the school of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the school.

By submitting this application, I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018.

I declare that the information given on this application form is true in all respects and understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal.

I agree that any offer of employment with Newlands Girls' School is subject to satisfactory evidence of the right to work in the UK, satisfactory references, Enhanced DBS background check.

I declare that the information given on this application form is true in all respects and understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal.

**Signature of Applicant:**

**Date:**

**Return this form ....**

Note: **We shall require you to physically sign the application form, which you can do if you are invited in for interview.**

Please send your completed form by email to: [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk), or by post to: Newlands Girls' School, Farm Road, Maidenhead, Berkshire, SL6 5JB.

## Equal Opportunities Form

Newlands Girls' School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

<b>Application for the post of:</b>	
<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Religion</b>  These categories of religion were used in the most recent census. We recognise however, that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.	
Buddhist	
Christian	
Hindu	
Muslim	
Sikh	
No religion	

### How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories might not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background

#### White:

British	
Irish	
Other	

#### Mixed:

White and Black African	
White and Black Caribbean	
White and Asian	
Mixed Other	

#### Asian or Asian British:

Caribbean	
African	
Black Other	

#### Chinese or Other Ethnic Group

Chinese	
Chinese Other	
Other Ethnic Group	



**Sex identifier**

Descriptions	
Female	
Male	
Gender fluid/gender queer/non-binary	
Prefer not to say	

**Gender reassignment**

Yes - I have gone through, or intend to go through, any part of a process to change my birth sex	
No – I have not gone through, or intend to go through, any part of a process to change my birth sex.	
Prefer not to say	

**Sexual orientation**

Heterosexual/straight	
Gay woman/lesbian	
Gay man	
Bisexual	
Prefer not to say	

**Considered to have a disability**

Disabled	
Not disabled	
Prefer not to say	
Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview.	

**Marital status**

Civil partnership	
Married	
Separated	
Divorced	
Widowed	
Single	
Prefer not to say	