



# Confidential Application Form for Support Staff Positions

Position applied for: \_\_\_\_\_

## PERSONAL DETAILS *(block capitals)*

Title Mr / Mrs / Ms / Dr / Other: .....

Surname: .....

Forenames: .....

Previous name (if applicable): .....

*You will be required to provide evidence of change of name.*

Home address and postcode:

*If resident at your current address for less than five years, please provide any previous addresses during this period.*

.....  
.....  
.....

Post code: .....

Telephone (home) inc STD code: .....

Telephone (mobile): .....

E- Mail Address: .....

National Insurance Number: .....

Current Salary and Benefits.....

Do you hold a full current driving licence?                     Y    N

Do you have daily use of a vehicle?                             Y    N

Do you have any penalty points on your licence?            Y    N

If yes, please detail how many, and specify and explain the coding on your licence:

.....  
.....

*Please continue on a separate sheet if necessary*

Do you know any existing employees or Governors of Lichfield Cathedral School, and if so how do you know them?

.....



Do you consider yourself to have a disability?  Y  N

*The Disability Discrimination Act defines a person having a disability if he/she "has a physical or mental impairment" which has a substantial and long term effect on his or her ability to carry out normal day to day activities.*

If you have a disability, are there any arrangements which we can make for you if you are called to interview?  Y  N

If yes, please outline your requirements:

.....  
.....  
.....

*Please continue on a separate sheet if necessary*

### EMPLOYMENT HISTORY

*Please provide a full history in chronological order (starting with your most recent position and including all start and end dates) of all training / periods of employment / self employment / unemployment / agency work and where appropriate give explanations for any periods not in employment, self employment, unemployment or training stating the reasons for leaving.*

*The School is committed to safeguarding and promoting the welfare of children and all applicants are required to provide full career history to enable checks to be made with previous employers as part of the child protection screening appropriate to the post including the Criminal Records Bureau. The School reserves the right to contact any previous employers as part of the safeguarding and recruitment process. By completing and signing this application form you agree to appropriate people being contacted to confirm your employment history.*

Name and address of employer	Details of job title, salary, duties and achievements	Reason for leaving	Start and end date

*Continued over*



Name and address of employer	Details of job title, salary, duties and achievements	Reason for leaving	Start and end date

*Please continue on a separate sheet if necessary*



Have you ever been subject to disciplinary proceedings?  Y  N

If yes, please indicate the outcome:

.....  
.....  
.....

*Please continue on a separate sheet if necessary*

**LETTER OF APPLICATION**

*Please attach a separate letter, of no more than 2 sides of A4, to support your application.*

**EDUCATIONAL QUALIFICATIONS**

*Please give details of all nationally recognised qualifications and awards / results achieved or awaited from GCE Advanced level to further degree level, or their equivalents, in chronological order with the most recent first:*

Dates		Name of establishment	Examinations taken post 'O' Level/CSE or GCSE			
From	To		Date	Level	Subject	Result

*Please continue on a separate sheet if necessary*



## **PROFESSIONAL QUALIFICATIONS AND TRAINING**

*Please continue on a separate sheet if necessary*

## **INTERESTS AND LEISURE ACTIVITIES**

*Please continue on a separate sheet if necessary*



**HEALTH REQUIREMENTS**

All appointments are subject to a satisfactory medical questionnaire and report.

**REHABILITATION OF OFFENDERS ACT 1974**

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*This post is exempt by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013) (as amended). Do you have any convictions, cautions reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended 2013. This information will be treated in the strictest of confidence. All offers of employment are subject to DBS checks in accordance with the DBS Code of Practice.*

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the Police for any offence?  Y  N

Are you on a List 99, disqualified from working with children or subject to sanctions imposed by the regulatory body, e.g. General Teaching Council?  Y  N

If you have answered yes to either of the above questions, please provide brief details and give date(s) of convictions/cautions/sanctions:

.....  
.....

*Continue on a separate sheet if necessary*

**ASYLUM AND IMMIGRATION ACT**

*The successful candidate will be required to provide original material evidence of a National Insurance number and / or other approved documentation before being allowed to commence employment.*



### DETAILS OF REFEREES (block capitals)

*Please provide two referees in the first instance. It is our policy that one has to relate to your present employer, or most recent employer or a member of the School staff. Your referees should not be related to you and must know you in a professional capacity. References will not be accepted from relatives or referees writing solely in the capacity of friends. All references will be checked and verified.*

Name:	
Position:	
Address:	
Post Code:	
Tel No:	
Fax:	
Email:	
How long have you known this person and what is your relationship to them?	

Name:	
Position:	
Address:	
Post Code:	
Tel No:	
Fax:	
Email:	
How long have you known this person and what is your relationship to them?	



**DECLARATION**

*I confirm that I have completed and signed the application form and agree to be bound by the recruitment process undertaken by Lichfield Cathedral School.*

*I confirm that the information given on this form and that given on any documents supplied is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, and bindovers, including those regarded as “spent” must be declared.*

*I can / cannot confirm that I have not been disqualified from working with children, am not named on the DfES List 99 or the Protection of Children’s Act List, and am not subject to any sanctions imposed by a regulatory body. I can confirm I have detailed any information in the completion of this form.*

*Data Protection Act – I understand that the information or data I have supplied may be processed and held on computer or in manual files, and will form part of the contract of employment for successful candidates. The data may be processed by the School for the purposes of equality monitoring, compiling statistics, and for the keeping of employment records. By signing and returning this application form I will be deemed to have given my explicit consent to processing of data contained or referred to on it, including any information which may be considered sensitive data.*

*I confirm that any previous employer may be approached by Lichfield Cathedral School to verify any particular experience or qualification.*

Signed: ..... Dated: .....

Please note:

*A C.V. may also be submitted, but this should not be used as a substitute for making a full response to the information on the application form under the various headings. If any items require expansion, please attach a separate sheet.*