

Shenley Brook End School

Private & Confidential
PERSONNEL OFFICE
Walbank Grove
Shenley Brook End
MILTON KEYNES MK5 7ZT
Tel: 01908 520264 Fax: 01908 520265
Email: personnel@sbeschool.org.uk

SUPPORT STAFF APPLICATION FORM



APPLICATION FOR THE POST OF:

Please complete using black ink or type

PERSONAL DETAILS (block letters please)

Title: (Mr/Mrs/Miss/Ms/Dr)

Surname:

(Previous Surname):

Forename(s):

Address:

Telephone No (Home):

(Work):

E-Mail Address:

(Mobile):

N.I. Number:

REFERENCES

Please give the names and addresses of two referees, one of whom should be your current (or most recent) employer. Please note that references will be taken up for shortlisted candidates prior to interview. References will not be accepted from relatives or friends. For certain posts, Shenley Brook End School reserves the right to take up references from any of your previous employers and request a reference in addition to the two detailed below:

If you were known to either of your referees by another name please give details.

.....

Name:

Position:

Business Address:

Tel No:

Fax No:

E-mail:

Name:

Position:

Business Address:

Tel No:

Fax No:

E-mail:

In what capacity do you know the above?

.....

In what capacity do you know the above?

.....

EDUCATIONAL ATTAINMENTS

Give details of secondary schools, colleges and universities attended with examination results and qualifications obtained. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications will be requested.

From	To	School, College, University etc.	Examinations taken or to be taken	Grades obtained

CURRENT OR LAST EMPLOYMENT DETAILS

Employer's Name and Address: _____ Date started: _____
 _____ Date finished: _____
 _____ Job title: _____
 Tel No: _____ Salary: _____
 Fax No: _____ Reason for leaving: _____
 Email: _____ Notice required: _____

PREVIOUS EMPLOYMENT

Please list, giving details of your most recent employment first and account for any gaps in employment.

Name of Employer	Date		Job title	Brief details of duties and responsibilities	Reason for leaving
	From:	To:			

SUPPORT FOR APPLICATION

Please explain how you will meet the duties of the post for which you are applying. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job. You may insert a separate sheet if you wish.

DISCLOSURE OF CRIMINAL CONVICTIONS

The post for which this application applies is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2006. You are therefore required to disclose details of any convictions, cautions, reprimands and final warnings including motor vehicle related offences (but not fixed penalty speeding offences) in respect of your application. **This must also include convictions that would otherwise be considered "spent"**.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

I have no spent or unspent criminal convictions (signed)

I have attached details of spent or unspent convictions, reprimands or final warnings..... (signed)

A conviction will not necessarily bar you from obtaining employment. However, failure to disclose any criminal convictions, in the event of your employment, **may result in disciplinary action or dismissal without notice.**

SAFEGUARDING STATEMENT

Are you currently barred from working with children or vulnerable adults? Yes No

If you have answered YES, you are required to enclose details in a sealed envelope.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Under the Immigration and Nationality Act 2006, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce one of the documents listed under the "Documentation for Right to Work" section before the commencement of your employment.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

Signature Date

OTHER INFORMATION

- 1. Are you related to any employee or governor of this school? YES NO If yes please state
Name of person and relationship.....
- 2. Any personal data entered on this form will be computerised for personnel/employee administration/equal opportunities monitoring in accordance with the Data Protection Act 1998.
- 3. Where did you see the advertisement for this post? If in a journal/newspaper please give its name

NOTE

Offers of employment are subject to satisfactory medical clearance, references, enhanced CRB clearance, confirmation of your eligibility to work in the UK and copies of all relevant qualifications.

DECLARATION

I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct without omission and I understand that any false information may, in the event of employment, result in dismissal without notice.

SignedDate

Please attach a letter to support your application and return to the Personnel Office.

Thank you for your interest in this post. Unfortunately, it is not possible to reply to all applicants, therefore, if you do not hear from us within 21 days of the closing date, please assume that your application has been unsuccessful on this occasion.

The school operates a strict NO SMOKING policy.

EQUALITIES MONITORING FORM



Full Name: _____

Shenley Brook End School strives to be an equal opportunities employer. We aim to ensure that our equalities policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you would complete this section. The information will be treated in confidence and will be used for statistical purposes only. Your co-operation is therefore welcome and helpful. Please tick the following boxes, as appropriate.

Gender: I am: **Male** **Female**

Date of Birth: _____

Disability: **The Disability Discrimination Act (DDA) defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”.**

Do you consider yourself to have a disability? Yes No

Ethnic Origin: **Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. The codes are the agreed 2001 Census codes.**

- | | | |
|----------------------------|--|--------------------------|
| (a) White | British | <input type="checkbox"/> |
| | Irish | <input type="checkbox"/> |
| | Any other White background | <input type="checkbox"/> |
| (b) Mixed | White and Black Caribbean | <input type="checkbox"/> |
| | White and Black African | <input type="checkbox"/> |
| | White and Asian | <input type="checkbox"/> |
| | Any other mixed background | <input type="checkbox"/> |
| (c) Asian or Asian British | Indian | <input type="checkbox"/> |
| | Pakistani | <input type="checkbox"/> |
| | Bangladeshi | <input type="checkbox"/> |
| | Any other Asian background from within (c) | <input type="checkbox"/> |
| (d) Black or Black British | Caribbean | <input type="checkbox"/> |
| | African | <input type="checkbox"/> |
| | Any other Black background within (d) | <input type="checkbox"/> |
| (e) Other ethnic groups | Chinese | <input type="checkbox"/> |
| | Any other ethnic group | <input type="checkbox"/> |
| | Not stated | <input type="checkbox"/> |

Thank you for taking the time to complete this form.

FOR OFFICE USE ONLY

Reason for selection/non-selection

Shortlisting stage	Yes		No	
Interview stage	Accepted		Reject	
Appointment stage	Accepted		Refused offer	

Reason, give details:

DOCUMENTATION FOR RIGHT TO WORK

Under the Immigration and Nationality Act 2006, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce one of the following documents before the commencement of your employment.

List A (Documents which show ongoing right to work)

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or a full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland or an adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation as a British citizen.
- A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom.

List B (Documents which show a right to work for up to 12 months)

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- A work permit¹³ or other approval to take employment issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency and a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question or a letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A Certificate of Application issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old.
- An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is 'ALLOWED TO WORK' or 'EMPLOYMENT PERMITTED'.
- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question.
- A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.