**Application for**

**Support Staff Employment at Bexley Grammar School**

Headteacher: Mr Stephen Elphick

Danson Lane, Welling, Kent DA16 2BL

Tel 020 8304 8538 [www.bexleygs.co.uk](http://www.bexleygs.co.uk)

Return email: [bottomley\_l@bexleygs.co.uk](mailto:bottomley_l@bexleygs.co.uk)

**For Office Use Only**

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| Post Applied For: |  |
| Applicant Number: |  |
| Received Date: |  |



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| **Section 1 – Contact Details** | |
| First Name(s): Click here to enter text. | Last Name: Click here to enter text. |
| Previous Surname(s): Click here to enter text. | Title: Click here to enter text. |
| Home Address: | Present Address (if different to Home Address): |
| Telephone Number: Click here to enter text. | Home Telephone Number: Click here to enter text. |
| Mobile Telephone Number: Click here to enter text. | Email: Click here to enter text. |

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| **Section 2 – Employment History** | | |
| Please supply a full history starting with your current employment. | | |
| Dates | Full name and address of school/employer | Position held |
| From  MM/YYYY  To  MM/YYYY |  |  |
| From  MM/YYYY  To  MM/YYYY |  |  |
| From  MM/YYYY  To  MM/YYYY |  |  |
| From  MM/YYYY  To  MM/YYYY |  |  |
| From  MM/YYYY  To  MM/YYYY |  |  |

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| Current or most recent salary/grade |  |

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| **GAPS IN YOUR EMPLOYMENT HISTORY** (if there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates) | |
| Dates | Details |
| From  MM/YYYY  To  MM/YYYY |  |

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| **Section 3 – Education/Qualifications** | |  |
| **Education (start at secondary school level)** | | |
| Name of School, College, University or Institute | Qualifications and/or Certificates  (including subjects & grades at all levels, including GCSE’s) | Date of Qualifying |
| Click here to enter text. |  | MM/YYYY |
| Click here to enter text. |  | MM/YYYY |
| Click here to enter text. |  | MM/YYYY |
| Click here to enter text. |  | MM/YYYY |

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| **General Training (any relevant courses, including organisation, dates and subjects covered in the last three years)** | | |
| Name of institution | Dates | Course details |
| Click here to enter text. | From  MM/YYYY  To  MM/YYYY | Click here to enter text. |

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| **Section 4 – Relevant Experience and Skills/Supporting Statement** |
| Please indicate how you satisfy the criteria set out in the Job Description and Person Specification drawing on evidence from your personal and work experience (paid or unpaid) education and training. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary and/or attach a letter. |
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| **Section 5 – References** | |
| Before completing this section please read the guidance notes carefully. We would like to take up your references if you are shortlisted prior to interview – see below. A written reference will always be required from your most recent employer. | |
| School/Employer currently/most recently worked: | Previous School/Employer: |
| Name: Click here to enter text. | Name: Click here to enter text. |
| Job Title: Click here to enter text. | Job Title: Click here to enter text. |
| Address:  Click here to enter text. | Address:  Click here to enter text. |
| Tel: Click here to enter text. | Tel: Click here to enter text. |
| Email: Click here to enter text. | Email: Click here to enter text. |
| May this referee be contacted if you are shortlisted? | May this referee be contacted if you are shortlisted? |
| Yes or No | Yes or No |

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| **Section 6 – Rehabilitation of Offenders Act – Declaration of Criminal Offences** | |
| Before completing this section please read the guidance notes carefully. Having a criminal record will not necessarily prevent you from gaining employment. **This post is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.** | |
| Have you ever been convicted of a criminal offence or are you currently undergoing investigation? | Yes or No |
| If yes please give details of conviction(s) and date(s) here:  Click here to enter text. |
| Date of most recent DBS Certificate:  Click here to enter text. | DBS Certificate No: Click here to enter text. |

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| **Section 7 – Dismissal or Disciplinary Action** | |
| Before completing this section please read the guidance notes carefully. This will not necessarily prevent you from gaining employment at Bexley Grammar School. | |
| Have you ever been dismissed or resigned from a position pending disciplinary investigations taking place | Yes or No |
| If yes please give details on a separate sheet. |

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| **Section 8 – Asylum and Immigration Act 1996** | |
| Do you have the legal right to live and work in the UK? | Yes or No |
| Please give your National Insurance Number: Click here to enter text. | |

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| **Section 9 – Declaring an Interest** | |
| Please give details if you are related to or have a personal relationship with any Governor or Member of Staff at Bexley Grammar School: | |
| Click here to enter text. | |
| Do you have any other links with Bexley Grammar School? | Yes or No |
| If yes, please provide details here: | Click here to enter text. |

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| **Section 10 – Additional Information / Special Arrangements** | |
| If you are unsuccessful for this post, would you be willing for your application to be passed to another school for consideration? | Yes or No |
| Any other relevant additional information (please continue on a separate sheet if necessary):  Click here to enter text. | |

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| **Section 11 – Data Protection Declaration** | |
| Under the terms of the Data Protection Act 1998 and the General Data Protection (GDPR) the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the school’s policies and procedures and human resource management purposes.  If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend Bexley Grammar School against a legal challenge to the fairness of the selection process from any interested party.  Bexley Grammar School is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I understand the information above and hereby   1. Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal from Bexley Grammar School’s service. 2. Agree that the information I give Bexley Grammar School in connection with this application for employment may be stored and processed for the purposes stated above. 3. Consent to Bexley Grammar School undertaking any checks it may deem necessary in connection with my application. 4. Agree to Bexley Grammar School asking my previous employers questions regarding my disciplinary record and give my consent for my previous employers to disclose this information. 5. Understand that canvassing of Governors or Members of Staff directly or indirectly in connection with any appointment shall disqualify me. | |
| **Typing your name here constitutes a signature**  Signed: Click here to enter text. | Date: Click here to enter text. |

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| **For posts involving working with children or vulnerable adults the following declaration must also be completed:**  I confirm I am not on the Children’s Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education or Health & Care Professionals Council (HCPC). I understand that the provision of false information may possibly result in referral to the police. | |
| **Typing your name here constitutes a signature**  Signed: Click here to enter text. | Date: Click here to enter text. |

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| Job Reference Number: |  |
| Applicant Number: |  |

**Recruitment Monitoring Form**

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| Bexley Grammar School is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Equalities Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.  **This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.** | | | | |
| **Section 12 – Personal Details** | | | | |
| 1. **Sex** |  | Male |  | Female |
| 1. **Age** | Date of Birth: Click here to enter text. | | Age: Click here to enter text. | |
| 1. **Ethnic Group** | 1. **White** | | 1. **Mixed** | |
|  | British |  | White and Black Caribbean |
|  | Irish |  | White and Black African |
|  | Any other White background  Please give details: |  | White and Asian |
|  | Any other Mixed background  Please give details: |
| 1. **Asian or Asian British** | | 1. **Black or Black British** | |
|  | Indian |  | Caribbean |
|  | Pakistani |  | African |
|  | Bangladeshi |  | Any other Black background  Please give details: |
|  | Any other Asian background  Please give details: |
| 1. **Chinese or other ethnic group** | |
|  | Chinese |
|  | Any other, please give details: |
| 1. **Nationality** | Click here to enter text. | | | |
| 1. **Religion** |  | Christian |  | Muslim |
|  | Hindu |  | Sikh |
|  | Jewish |  | None |
|  | Jehovah Witness |  | Any other religion |
|  | Buddhist |

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| **Section 13 – Disability** | |
| The School is committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants who meet the essential criteria in the person specification will be given the opportunity to be interviewed.  **What do we mean by a disability?**  The Equality Act 2010 defines disability as ‘a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.  **Examples of Disabilities**  The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.   * Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability * Co-ordination, dexterity or mobility eg. polio, spinal cord injury, back problems, repetitive strain injury * Mental health eg schizophrenia, depression, severe phobias * Speech impairment eg stammering * Learning Disabilities eg Down’s syndrome * Other Physical or medical conditions eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.   **Guaranteed Interview Scheme**  As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the selection exercise.   * **Guaranteed Interview** – we will interview all applicants with a disability who meet the essential criteria for the post.   We are also committed to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their abilities and skills. | |
| Do you consider yourself to be disabled? | Yes or No |
| If yes, please state the type of disability you have:  Click here to enter text. |
| If yes, please give details of any reasonable adjustments you may require:  Click here to enter text. |

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| **Section 14 – Advertising Monitoring** |
| How did you find out about this vacancy? Click here to enter text. |
| Please list which publication or internet site: Click here to enter text. |

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| I understand that the Data Protection Declaration in Section 12 applies to this monitoring form as well as the main application form. | | | |
| Signed: | Click here to enter text. | Date: | Click here to enter text. |

*Thank you for completing this application form, please see advertisement for return address and contact details.*

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| **Guidance Notes for Applicants on Completing the Application Form** | | |
| **General Information**  The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format contact Schools Human Resources.  Bexley Grammar follows a policy of Valuing Diversity and has an equality action plan. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.  Please read the job advertisement carefully paying particular attention to the job description and person specification.  You may enclose a CV, however, you must still fully complete and return the application form and recruitment monitoring form.  **Section 1**  **Contact Details**  Please complete this section fully.  **Section 2**  **Employment History**  Please complete this section in date order, beginning with your most recent job and listing all roles undertaken since leaving school/college. You must include all previous employment.  Please continue with this section on a separate sheet if necessary.  **Other Employment & Experience**  Please complete if applicable. | **Section 3**  **Education/Qualifications**  Please complete this section as fully as possible, we will require evidence of your highest and /or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.  **Section 4**  **Relevant Experience & Skills**  This is the most important section and must be completed fully. (You may prefer to attach a letter instead).  During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.  It is therefore very important that you address the areas identified in the person specification and give specific examples as to how you meet the selection criteria.  You may have gained relevant experience through paid employment, or voluntary work in the community or in a school/college environment, etc…  **Section 5**  **References**  All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer.  If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.  References will not be accepted from relatives or from people writing solely in the capacity of friends.  We reserve the right to ask for substitute referees, if one of the references you have provided is not deemed to be suitable.  For certain posts we reserve the right to contact any previous employer for a reference at any time. The information pack will explain whether the post you are applying for falls in this category. | We will specifically enquire if disciplinary action has ever been taken or was pending.  If you are currently working with children, either on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.  You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:   * the third party has consented for it to be released   or   * your right to know this information and its source outweighs the right to privacy of the third party.   **Section 6**  **Rehabilitation of Offenders Act:**  **Declaration of Criminal Offences**  This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of an Exception Order. You must therefore give details of all convictions or cautions or bind-overs you have, including those regarded as “spent” or any court case pending.  **Section 7**  **Dismissal or Disciplinary Action**  Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.  **Section 8**  **Asylum & Immigration Act 1996 –**  **Eligibility to Work**  Please complete this section fully, relevant documentation will be checked for the successful candidate.  **Section 9**  **Declaring an interest**  Failure to disclose an interest will disqualify you from being appointed. |

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| **Guidance Notes for Applicants on Completing the Application Form** | | |
| **Section 10**  **Additional Information/Special Arrangements**  Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.  **Section 11**  **Declaration**  Please read this section carefully before signing your application form. Failure to sign this part of the form will disqualify you from being appointed.  **Section 12**  **Personal Details**  In order to make sure that Bexley Grammar’s policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by Human Resources. It will not be used for selection purposes.  **Section 13**  **Disability**  Bexley Grammar ensures that employees who have a disability are given every possible assistance in the workplace. The School will ensure that all disabled applicants who meet the essential criteria in the person specification are given the opportunity to be interviewed.  If you answer YES to the question asking if you have a disability or medical condition and require any special arrangements at interview, please add these to Section 11. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.  **Section 14**  **Advertising Monitoring**  This information is required to ensure that Bexley Grammar can monitor the effectiveness of its recruitment advertising.  **Other employment**  In the event that you are unsuccessful in this application please indicate if you wish to be considered for further teaching posts in similar schools. Bexley Grammar works in partnership | with a number of local secondary schools.  **Checklist**   * Read through your completed application form carefully making sure you have fully answered all the questions. * If you have completed separate sheets make sure that these are numbered and clearly marked with your name. * Keep a copy of your application form for reference. * Make sure you return the application form in plenty of time before the closing date.   **What Happens Next**  Your completed application form will be used to decide whether or not you are selected for interview.  Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form. If you do not hear anything within a fortnight of the closing date please assume that you have not been shortlisted. Our website carries current information about this.  If you have any queries, then please refer to the advertisement for contact details. |  |