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| **Q:\Team Data\HR\Templates\Letterheads, Logos\branding pack\artwork\badge plus text vertical.jpg** | | | | | | **Please return form to:**  **The Headteacher**  **Droitwich Spa High School and Sixth Form Centre**  **Briar Mill**  **Droitwich**  **WR9 0AA**  **SUPPORT STAFF APPLICATION FORM** | | | | | | | | |
| **Droitwich Spa High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | | | | | | | | | | | | | |
| **Please indicate which post you are applying for here:** | | | | | | | | | | | | | | |
| **1. Personal Details** | | | | | | | | | | | | | | |
| **Surname:** | | | | | | **Forenames:** | | | | | | | | |
| **Former Surname:** | | | | | | **Preferred Title: (Mr/Mrs/Ms/Miss/other):** | | | | | | | | |
| **Address:**  **Post Code:** | | | | | | **Telephone (Home):**  **Telephone (Work):**  **Mobile:** | | | | | | | | |
| **National Insurance Number:** | | | | | | **Email:** | | | | | | | | |
| **2 Present or most recent Employment/Work Experience** | | | | | | | | | | | | | | |
| **Current Employer**  **(organisation with address)** | | **Job Held (Job Title)** | | | | | | **Current/Final salary** | | **Date started** | | | | **Date ended (if applicable)** |
|  | |  | | | | | |  | |  | | | |  |
| **Main Duties:** | | | | | | | | | | | | | | |
| **Period of Notice required (eg 1 month):** | | | | | | | | | | | | | | |
| **3a. Please provide your Education, Training and employment history prior to your current employment, in chronological (date) order starting with your Education from secondary level (post age 11). Please ensure that there are no gaps in your history, eg if you did not work for a period of time please include these dates with an appropriate explanation.** Please include any work experience, either paid, unpaid or voluntary **(continue on separate sheet of paper if necessary)** | | | | | | | | | | | | | | |
| **Name of School/college/university or employer** | **From**  **(Month and Year)** | | | | **To**  **(Month and Year)** | | **Qualifications (including grades and dates obtained) or position held with brief overview of main duties** | | | | | | **Reason for leaving and final salary if applicable** | |
|  |  | | | |  | |  | | | | | |  | |
| **3b Training Courses** [relevant courses or training in last two years that you have not included previously] | | | | | | | | | | | | | | |
| **Course/Activity Title** | | | | **Provider/Organising Body** | | | | | | | **Date Undertaken** | | | |
|  | | | |  | | | | | | |  | | | |
| **3c Membership of Professional Bodies** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **4. References**  **Please provide two professional references (who are not friends or relatives). At least one referee should be your present or last employer or school. PLEASE NOTE WE WILL CONTACT REFERENCES PRIOR TO INTERVIEW UNLESS YOU SPECIFY OTHERWISE.** | | | | | | | | | | | | | | |
| **Name and address** | | | **Occupation** | | | | | | **Years Known** | | | **Contact Details** | | |
|  | | |  | | | | | |  | | | **Tel No:**  **Email:** | | |
|  | | |  | | | | | |  | | | **Tel No:**  **Email:** | | |
| **5. Supporting Statement or Letter of Application using a separate sheet please.** | | | | | | | | | | | | | | |
| Please use a separate sheet of paper to give information in support of your application for this post. ***Your supporting statement should include reference to the requirements listed in the person specification.*** You may wish to include details of any interests, experience, responsibilities or educational philosophy, which you consider relevant. Please write no more than two sides of A4. | | | | | | | | | | | | | | |
| **6. Health** | | | | | | | | | | | | | | |
| If you are offered a post with the School, it will usually be subject to a medical check. | | | | | | | | | | | | | | |
| **7. Disability** | | | | | | | | | | | | | | |
| The Governing Body undertakes to interview disabled people who meet the minimum/essential criteria detailed on the person specification. For these purposes, disability is defined as any physical or mental impairment, which has a substantial and long term [over 12 months] adverse effect on your ability to carry out normal day to day activities.  Please confirm therefore whether you have a disability (delete as applicable) Yes No  If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc. please specify. | | | | | | | | | | | | | | |
| **8. Relationships** | | | | | | | | | | | | | | |
| Are you related to an employee or governor of the school or to an elected member of an employee of Worcestershire County Council?  Yes No If yes, please state relationship: | | | | | | | | | | | | | | |
| *NOTE: Canvassing will lead to disqualification for appointment.* | | | | | | | | | | | | | | |
| ***9. Data Protection Statement*** | | | | | | | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment and safeguarding purposes only. The School will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of Legal Obligation and Public Taskto process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our web site at [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk) or by using the link below  <https://public.droitwichspahigh.worcs.sch.uk/privacy> | | | | | | | | | | | | | | |
| **10. Declaration** | | | | | | | | | | | | | | |
| I declare that the information given in this application form is correct and complete.  Signature: Date:  ***Note:*** False statements or failure to disclosure any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the Authority.  **Signature**: **Date**: | | | | | | | | | | | | | | |
| ***NOTE: False statements or failure to disclose any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the SCHOOL*** | | | | | | | | | | | | | | |

Droitwich Spa High School and Sixth Form Centre, a charitable company limited by guarantee registered in England and Wales,

company number 07666185. Registered office: Briar Mill, Droitwich Spa, Worcestershire, WR9 0AA.

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| **The GDPR and Data Protection Act 2018 permit employers to gather personal data for the purposes of recruitment and this includes criminal history where relevant or where there is a regulatory requirement to do so. However, we recognise our responsibility under the Rehabilitation of Offenders Act 1974 and the DBS code of practice, both of which place a responsibility on employers not to discriminate against applicants because they have previously committed offences. Accordingly whilst we require you complete the information below this information will be detached from the application form for the purposes of shortlisting for interview, however, should you make a declaration this may be discussed with you during the subsequent selection process.** |
| **11. Convictions/Disqualifications** |
| **EXEMPT EMPLOYMENT**  **(b) Disqualifications from driving or performance of professional duties.**  Because the work of this job will involve vulnerable people Droitwich Spa High School and Sixth Form Centre will check with the Disclosure and Barring Service to see if you have any criminal convictions. You **must** tell us if you have any convictions, bind-overs or cautions even if they are spent under the Rehabilitation of Offenders Act 1974, subject to the amendments to the Exceptions Order 1975 outlined below. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from the job offer  in relation to this form.  ‘The amendments  to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.’  Subject to Exceptions Order 1975 outlined above please tick one of the two boxes below:  I have a criminal conviction or a bind-over or a caution, even if this was a long time  Ago and even if it would be regarded as spent under the terms of the Rehabilitation of  Offenders Act and I attach an additional sheet providing details and dates.  or  I do not have any convictions, bind-overs or cautions.  **Driving offences**  I have the following number of penalty points on my driving licence. |
| **Declaration** |
| *I declare that the information given above is a true declaration subject to the Exceptions Order 1975.*  *Signature: Date:*    ***Note:*** *False statements or failure to disclosure any information requested in this application form that is not exempt under the Exceptions Order 1975 may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the Scholl.*  ***Signature****:* ***Date****:* |

**Equal Opportunities Monitoring Information**

**To enable us to ensure we meet our commitment to be an equal opportunity employer, we would ask all applicants to complete the following information form and would assure all applicants that any information supplied will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.**

**DROITWICH SPA HIGH SCHOOL AND SIXTH FORM CENTRE**

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| Equal Opportunities Monitoring Form  Droitwich Spa High School and Sixth Form Centre is committed to the elimination of all forms of unjustifiable discrimination and will actively pursue equality of opportunity for all by seeking to ensure that all  prospective and existing employees are treated fairly. Personal circumstances and characteristics will only  be taken into account when they can be justified as being relevant to employment. To enable us to constantly monitor and ensure this commitment is fulfilled, we would ask **all applicants** to  complete the questions detailed below  **This information will be treated as completely confidential and will be used for monitoring purposes**  **only. This information will be detached from the application form on receipt and will not be**  **considered during the selection process.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Please tick as appropriate:**  **1. Which of the following do you consider to be your ethnic origin?**  (tick only one box), see below for explanatory notes. | | | | | | | **White British** |  | **White & Black Caribbean** |  | **Indian** |  | | **White Irish** |  | **White & Black African** |  | **Pakistani** |  | | **White Other** |  | **White & Asian** |  | **Bangladeshi** |  | | **Chinese** |  | **Mixed Other** |  | **Asian Other** |  | | **Caribbean** |  | **African** |  | **Black Other** |  | | **Other Ethnic Group** |  | **(Please Describe)** | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **2. Are you** | Male |  | Female |  | | **3. Do you have a disability** | Yes |  | No |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **4. Please tick the age bank currently applicable to you:** | | | | | | | i. up to 19 | ii. 20-29 | iii. 30-39 | iv. 40-49 | v. 50-65 | vi. Over 65 | | Date of Birth (Optional) : | | | | | | | Please indicate where you saw this post advertised: | | | | | |   **Monitoring Form Explanatory Notes**  The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in  the 2001 Census.  Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad  ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one  ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and  give details in the space provided above. |