



Application for Employment

Support Staff

Please complete using black ink or type.

Job Applied for:	
Closing Date:	
Title and Last Name/Family Name:	
Previous Last Name:	
First Names:	
Where did you see this post advertised?	

Please ensure you complete the Equalities Monitoring form



SOME GUIDELINES TO HELP YOU

Our staff play a vital role in providing excellent services to the people of Kent. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. **Please carefully read the job description and person specification before completing this form**

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

General Information About You

Home Address	Address for communications (if different)
--------------	---

Telephone No. Home:

Alternative Telephone No:

May we contact you here? Yes No

May we contact you here? Yes No

Email Address:

Do you have a current UK driving licence (if applicable)? Yes No

Do you have any current endorsements? Yes No

If yes, please give brief details

If you are successful, when could you start this job?

Are you related to any County Councillor or senior employee of the Kent County Council/ Governor/ member of staff?

Yes No If yes please give brief details.

Are you aware of any matter, which might call into question your integrity as an employee or bring you/or the School into disrepute.

Yes No If yes please give brief details.

Employment**Present or most recent employment details.**

Name and Address of Employer:

Job Title:

Salary:

Date started:

Date of leaving:
(if applicable)

Main duties and responsibilities: Please use a separate page if necessary

Qualifications Achieved from Secondary, Higher and/or Further Education

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

Previous Employment:

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held

Please complete if Applicable in box	Number	Date Issued
GSCC- Social Worker Registration		
Nursing & Midwifery Council PIN		
Occupational Therapy Registration		

Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

--

Your Health

Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children and Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

Work Permit

Do you need a work permit to be employed in the UK? Yes No

National Insurance Number

(You can obtain this information from the Department of Social Security)

--	--	--	--	--	--	--	--	--

If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

Reference 1

Name:	
Relationship to you	
Address:	
Email Address:	
Tel. No:	

Reference 2

Name:	
Relationship to you:	
Address:	
Email address:	
Tel. No:	

May we contact prior to interview?

Yes No

May we contact prior to interview?

Yes No

Criminal Offences

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure Barring Service to the School's satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Disclosure Barring Service. For all other posts, only unspent cautions or convictions need to be disclosed.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes No

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

Protecting your personal information

The School retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.

Equalities Monitoring Form

Oakwood Park Grammar School is committed to having a workforce that reflects the diverse make-up of the community of Kent. To help us monitor and achieve this objective, job applicants and through periodic requests, current staff, are asked to provide specific information so that we have an accurate picture of our workforce and can check that our employment practices do not unlawfully discriminate. The information you give is confidentially managed and does not affect your job application. The Monitoring Form is removed prior to shortlisting and is not seen by recruiting managers. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

ETHNIC ORIGIN Please tick one box only, indicating the category that best describes your ethnic origin.	
ETHNIC GROUP	
White	<input type="radio"/> British <input type="radio"/> Irish <input type="checkbox"/> Any other White background (please specify)
Mixed	<input type="radio"/> White and Black Caribbean <input type="radio"/> White and Black African <input type="radio"/> White and Asian <input type="checkbox"/> Any other mixed background (please specify)
Asian or Asian British	<input type="radio"/> Indian <input type="radio"/> Pakistani <input type="radio"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please specify)
Black or Black British	<input type="radio"/> Caribbean <input type="radio"/> African <input type="checkbox"/> Any other Black background (please specify)
Chinese	<input type="radio"/>
Any other Ethnic Group	<input type="radio"/>
Please specify	
Male	<input type="radio"/> Female <input type="radio"/>
Age Range (Please tick)	<input type="radio"/> Up to 19 <input type="radio"/> 20 – 25 <input type="radio"/> 26 – 35 <input type="radio"/> 36 – 45 <input type="radio"/> 46 – 55 <input type="radio"/> 56 – 65 <input type="radio"/> over 65

Confidential

Equalities Monitoring Form

Applications from disabled people are welcomed and disabled applicants who meet the minimum criteria are guaranteed an interview. We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us do this, please answer the following questions:

Disability (please tick)

Do you consider yourself to be disabled?

Yes No

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

Yes No

The Disability Discrimination Act 2005 defines disability as "a physical or mental impairment which has a substantial and long-term adverse affect on an individual's ability to carry out normal day-to-day activities."

Is there anything you would like us to know about your disability to assist you in the recruitment process?

If you are invited to interview, do you need any of the following (please tick)

<input type="checkbox"/> induction loop or other hearing enhancement	<input type="checkbox"/> sign language interpreter (please state type)
<input type="checkbox"/> Keyboard for written tests	<input type="checkbox"/> someone with you at the interview (e.g. advocate or facilitator)
<input type="checkbox"/> Assistance in and out of vehicle	<input type="checkbox"/> accessible car parking
<input type="checkbox"/> Wheelchair access	<input type="checkbox"/> accessible toilet
<input type="checkbox"/> Other assistance (please specify)	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>

Only necessary information will be given to the recruiting manager after shortlisting, to allow appropriate adjustments & facilities to be made available within the interview process.

What is your religion/belief? (please tick)	Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
	Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
	Hindu	<input type="checkbox"/>	Other religion or belief	<input type="checkbox"/>
	Jewish	<input type="checkbox"/>	None	<input type="checkbox"/>

What is your sexual orientation? (please tick)	Heterosexual	<input type="checkbox"/>	Gay/Lesbian	<input type="checkbox"/>
	Bisexual	<input type="checkbox"/>		

Protecting your personal information

I understand the personal data provided will be retained on my personal record within a secure personnel system. Access to such data is restricted to personnel staff in accordance with Data Protection requirements, and is used solely to ensure Oakwood Park Grammar School meets its obligations under equality legislation. Data is not attributed to an individual in any reporting.