



## ALTWOOD CofE SCHOOL APPLICATION FORM Support Staff

Post Applied For \_\_\_\_\_

Closing Date \_\_\_\_\_

**Please return your application form to:**

Altwood CofE School, Altwood Road, Maidenhead, SL6 4PU.

The School does not accept C.V.'s alone, they will only be considered as part of the additional information on a fully completed application form.

Or alternatively please email to: [recruitment@altwoodschool.co.uk](mailto:recruitment@altwoodschool.co.uk)

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**PERSONAL DETAILS**

Last Name*		Forename(s)*	
Previous Names(s)		Title (e.g. Mr, Miss, Mrs, Ms)	
National Insurance Number*		Tel Nos. Home	
		Work (if convenient)	
		Mobile*	
Home Address*			
Postcode*			
Email Address*			

Fields marked with \* are mandatory

**Please answer the following questions:**

Do you hold a valid full driving licence? Yes  No

Do you own a car? Yes  No

Do you have a car available for business use? Yes  No

Are you known or related to any existing employees of Altwood CofE School? Yes  No

**If YES, please give details:**

**EMPLOYMENT DETAILS  
PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer			
Address			
Tel No			
Present post		Date appointed	
Current/final salary		Notice required	
Reason for leaving/or why looking to leave		Date of leaving (if applicable)	
Brief description of duties and responsibilities			

**PREVIOUS EMPLOYMENT**

Please complete each column and explain any breaks in employment. Start with your most recent employment and list in descending date order.

Dates (Day/Mth/Yr)		Brief summary of duties and responsibilities	Reason for leaving
From	To		
Employer & Address			

<b>From</b>	<b>To</b>		
<b>Employer &amp; Address</b>			
<b>From</b>	<b>To</b>		
<b>Employer &amp; Address</b>			
<b>From</b>	<b>To</b>		
<b>Employer &amp; Address</b>			

Please continue on a separate sheet if necessary

**VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)**

(This may not be connected with the post applied for, but may still be relevant)

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**Supporting Information –**

Please refer to the Person Specification on the job accountabilities when completing this section. Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

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Please continue on a separate sheet if necessary.

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**PROFESSIONAL QUALIFICATIONS, MEMBERSHIPS AND TRAINING**

Please give details, including dates obtained. You will be asked to produce any relevant certificates

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**EDUCATION/QUALIFICATIONS/TRAINING**

Please give details of any relevant courses, training or qualifications with the establishment and date completed.

<b>Dates</b>		<b>Name and address of educational establishment</b>	<b>Courses taken, exams passed with dates, and grades obtained</b>
<b>From</b>	<b>To</b>		

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**REFERENCES**

I am providing consent for Altwood CofE School to contact the following companies or individuals for the purposes of obtaining references. (The reference request form used is available upon request from the school Finance Department).

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer.

**NB. Referees must not be members of your family.**

**It is the policy of Altwood CofE School to take up references prior to interview, unless stated otherwise.**

Name		Name	
Address		Address	
Tel No		Tel No	
Email		Email	
Capacity in which known (e.g. employer/line manager/teacher)		Capacity in which known	

**May we approach prior to interview?**

Yes      No

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- **The School may wish to make further enquiries of previous employers, in addition to the two referees given.**
  - **Further enquiries of previous employers, in addition to the two referees given may also be made**
  - **The School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm**
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**HEALTH RECORD – All Appointments are subject to medical clearance by the School’s Occupational Health Provider.**

**Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order)**

We have a responsibility for and are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. We will consider applicants on their merits and in relation to the post for which they are applying. This post is exempt from the Rehabilitation of Offenders Act and successful applicants will be subject to an enhanced DBS disclosure.

Please complete the disclosure of criminal background information requested below. Please refer to the Explanatory note to applicants – DBS checks (**Appendix 1**)

If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the school.

Do you have a DBS certificate issued since 17 June 2013? **Yes/ No** If yes, please give certificate number: .....

Are you registered with the DBS Update service? **Yes/No**

If yes and your application for this post is successful, do you consent to us using the update service to check your DBS status?

**Yes/No**

**Under relevant legislation, in answering the following questions you must disclose details of all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)**

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/No**

**If YES, please give details:**

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**

**Yes/No**

**If YES, please give details:**

Information about disclosing a criminal background is available from [NACRO](#).

The school has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form, with information kept by other parts of the school and with organisations who use public funds, in order to protect and prevent fraud.

You are required to notify the school of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the school.

By submitting this application, I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018

I declare that the information given on this application form is true in all respects and understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal.

**Signed:**

**Dated:**

## **ALTWOOD CHURCH OF ENGLAND SCHOOL STRICTLY CONFIDENTIAL**

### **Disclosure of criminal background**

#### **Safeguarding the Vulnerable**

We have a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

#### **Disclosure and Barring Service (DBS) Clearance**

**If a post requires a DBS check, then the successful candidates will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside our control, however we use the DBS online system, which means that checks can be processed speedily. If you have a DBS certificate issued since 17 June 2013 and are registered with the DBS Update Service, we will use your current certificate to check your DBS status, with your permission.**

#### **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

This means that after a certain period of time (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred.

All applicants will need to complete a DBS check, it is in the applicant's best interest not to withhold information.

Where a role involves engaging in regulated activity relevant to children it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

#### **Evidence of Qualifications**

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

#### **Eligibility to work in the UK**

In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation or a **Home Office online check** before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

**Since 6 April 2022 the manual check requirements on documentation are as follows:**



When carrying out a manual right to work check, you must obtain original documents from either List A or B of acceptable documents.

#### **List A**

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certification of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### **List B Group 1**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### **List B Group 2**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

**This page is to be detached prior to short listing.**

**EQUAL OPPORTUNITIES MONITORING RECORD** – The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps Altwood CofE School to monitor equal opportunities and complete statistical returns.

Post applied for:		
First Name:		Last Name:
Where did you see this post advertised?		
School Website: <input type="checkbox"/>		Government Website: <input type="checkbox"/>
TES: <input type="checkbox"/>		Friend/Word of Mouth: <input type="checkbox"/>
Greensheets: <input type="checkbox"/>		Other: <input type="checkbox"/>
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/> Other: <input type="checkbox"/> Prefer not to say: <input type="checkbox"/>		
Date of Birth:     /     /		Marital Status: Yes <input type="checkbox"/> No <input type="checkbox"/> Civil Partnership <input type="checkbox"/>  Prefer not to say <input type="checkbox"/>
<b>How would you describe your ethnic origin?</b>		
<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background  <b>Asian or British Asian</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	<b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background  <b>Mixed</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	<b>Other Ethnic groups</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group  <input type="checkbox"/> Prefer not to say

**Which of the following best describes your sexual orientation?**

- Heterosexual/straight
- Bisexual
- Homosexual

- Other
- Prefer not to say

**What is your religion or belief?**

- Agnostic
- Atheist
- Buddhist
- Christian
- Hindu

- Jain
- Jewish
- Muslim
- No religion

- Other
- Pagan
- Sikh
- Prefer not to say

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

- Yes
- No
- Prefer not to say
- Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview