



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: jwoodruff@altwoodschoo.co.uk

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			

From	To		
Employer & Address			
From	To		
Employer & Address			
From	To		
Employer & Address			

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)

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.

Please continue on a separate sheet if necessary.

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.

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

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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Disclosure and Barring Service and Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, as amended by the 2013 Order

The School has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions, cautions and bindovers so they may be taken into account when your application is considered.

The explanatory notes attached give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read them before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions and any prosecutions pending.

The post you are applying for requires an enhanced DBS check, therefore you are required to complete the enclosed **Disclosure of Criminal Background form**. If your application is successful, you will also be required to undertake a DBS check. You would not be able to commence employment until a satisfactory DBS check and the decision to appoint has been confirmed.

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 the School using the update service to check your DBS status? **Yes** **No**

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions.

Do you have any criminal convictions or cautions? **Yes** **No**

Have you ever been cautioned, charged or have any prosecutions pending? **Yes** **No**

If YES, please give details below:

HEALTH RECORD – All Appointments are subject to medical clearance by the School’s Occupational Health Provider

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 and shared with organisations that use public funds in order to protect and prevent fraud.

Information held about you on any of the School’s databases or records may be shared and be taken into consideration when determining your suitability for employment with the School.

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.

Information supplied by you during the recruitment process may be shared for the purposes of aiding the School in carrying out its responsibilities.

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the Altwood CofE School’s monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.

I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the School.

Signed

Date

(If Appointed and you have completed this form electronically, you will be asked to sign it if short-listed to interview stage.)

End of application form

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?	
Altwood CofE School Website: <input type="checkbox"/>	Jobs Go Public Website: <input type="checkbox"/>
Local Newspaper: <input type="checkbox"/>	National Newspaper: <input type="checkbox"/>
National Newspaper Website: <input type="checkbox"/>	Professional Publication: <input type="checkbox"/>
Professional Website: <input type="checkbox"/>	Friend/Word of Mouth: <input type="checkbox"/>
TES: <input type="checkbox"/>	Greensheets: <input type="checkbox"/>
Website other: <input type="checkbox"/> Please specify	Publication other: <input type="checkbox"/> Please specify
Gender : Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Date of Birth: / /	Marital Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tick the category that most represents your race and ethnicity	
How would you describe your ethnic origin?	
Asian or Asian British	Black or Black British
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>
Other <input type="checkbox"/>	
	White
	British <input type="checkbox"/>
	Irish <input type="checkbox"/>
	Other <input type="checkbox"/>
	Mixed & Other
	White & Black Caribbean <input type="checkbox"/>
	White & Black African <input type="checkbox"/>
	White & Asian <input type="checkbox"/>
	Other <input type="checkbox"/>
Chinese or other ethnic group	
Chinese <input type="checkbox"/>	
Other ethnic group <input type="checkbox"/>	
Please provide details of any adjustments/ special requirements to assist you should you be shortlisted for interview.	