



BEACONSFIELD HIGH SCHOOL  
*Support Staff Application Form*

APPLICATION FOR THE POST OF:

SURNAME:

FORENAME(S):

TITLE:

Please give details of any previous surnames:

ADDRESS FOR CORRESPONDENCE:

TELEPHONE NUMBERS

HOME:

POSTCODE:

WORK:

May we contact you at work?

E-MAIL ADDRESS:

MOBILE:

NATIONAL INSURANCE NUMBER:

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer:

Job Title and summary of main duties:

Nature of Business:

Date of Appointment:

Salary scale and current salary:

Are you still employed by this organisation?: YES/NO

Notice required:

Reasons for leaving (if applicable):

## EMPLOYMENT HISTORY

### PREVIOUS EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

<b>Employer's Name and Address</b>	<b>From Month / Year</b>	<b>To Month / Year</b>	<b>Job title and summary of main duties</b>	<b>Reasons for Leaving</b>

**Please give details of any periods of non-employment:**

## SUPPORT OF APPLICATION

Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.

Please continue, if necessary, on a further sheet, which must be attached securely to this form.

**QUALIFICATIONS AND TRAINING**

**EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications will be requested.

School / College /University	Examinations	From	To	Result/ Qualification gained

**INSERVICE TRAINING** Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

**REFERENCES**

Please give details of two people who have knowledge of you in the working environment. The first reference should be your present or most recent employer; the second should be a previous employer or someone who has known you for more than 5 years. Please do not give two people from the same school or organisation. It is the normal practice for references to be obtained before any formal interview.

If you were known to either of your referees by another name please give details:

**Can references be taken up prior to interview with:**

**Your first referee (current/most recent employer): YES / NO**

**Your second referee: YES / NO**

<p>1.</p> <p>Name: .....</p> <p>Position: .....</p> <p>Address:</p> <p>Tel: .....</p> <p>Fax: .....</p> <p>Email: .....</p> <p>In what capacity does the above know you?</p>	<p>2.</p> <p>Name: .....</p> <p>Position: .....</p> <p>Address:</p> <p>Tel: .....</p> <p>Fax: .....</p> <p>Email: .....</p> <p>In what capacity does the above know you?</p>
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**ADDITIONAL INFORMATION**

1. To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process. **YES / NO**
2. Do you require a work permit to work in the UK? **YES / NO**
3. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? **YES / NO**

If so, please give details:

4. Have you been prohibited from carrying out teaching work by the Teaching Regulation Agency? **YES/NO**
5. Have you been prohibited from carrying out management work? **YES/NO**
6. Have you ever been subject to any disciplinary action by your employer or professional body? **YES / NO**

If YES to any of the above questions, please give details

7. Do you hold a full current driving licence? **YES / NO**
8. Are you able to travel to different locations across the County? **YES / NO**
9. Are you a relative, partner or known to any Governor or employee of Beaconsfield High School (past or present)? **YES / NO**

If YES, please state name of person and relationship:

10. Are you a parent of a student at Beaconsfield High School? **YES / NO**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we can make adjustments or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role. Do you have a disability you wish us to know about at this stage? **YES / NO**

If **YES**, please let us know what access requirements you may have:

11. Where did you see the advertisement for this post?

**DECLARATION**

I agree that any offer of employment with Beaconsfield High School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance (where appropriate). In accordance with Data Protection Legislation, Beaconsfield High School will process personal information about me solely in connection with recruitment and to enable the organisation to keep in touch with me. We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law. This should be read in conjunction with our privacy notice for staff which is located [https://www.beaconsfieldhigh.bucks.sch.uk/docs/Staff\\_Privacy\\_Notice\\_Sept\\_2018.pdf](https://www.beaconsfieldhigh.bucks.sch.uk/docs/Staff_Privacy_Notice_Sept_2018.pdf)

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, result in the withdrawal of a job offer or, in the event of employment, result in dismissal or disciplinary action by the Academy.

Signed: ..... Date: .....