**Kendrick School**

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| **APPLICATION FOR SUPPORT STAFF ROLE** | | **CONFIDENTIAL** |
| * Please do not include a CV * Please refer to the Application Pack specific to the role you are applying for when completing your application form. * Page 1 will not be seen by those who decide on the list of applicants to be invited for interview. | | |
| **Post Title:** | Click or tap here to enter text. | |
| **Where did you see the post advertised?** | | |
| Internet/Job site  Friend referral  Kendrick School Website  Greensheets  Other | | |

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| **\*Personal Details** | | | | | | |
| **Preferred form of address:** |  | | **(e.g. Mr, Mrs, Ms, Miss, Dr, Prof, Rev, etc)** | | | |
| **Surname / Family Name:** |  | | **Previous Surnames:** |  | | |
| **First Name(s):** |  | | **Date of Birth:** |  | | |
| **Address &**  **Post Code:** |  | | **National Insurance №:** |  | | |
|  |  | | **E-Mail:** |  | | |
| **Home Tel. №:** |  | | **Mobile №:** |  | | |
| **\*References** | | | | | | |
| Please give **two** referees to whom confidential enquiries may be made. **One MUST be from your current employer where you work with children, or the most recent employer where you have worked with children.** **Referees must not be members of your family, your spouse/partner, or friends.** | | | | | | |
| **Name:** |  | | **Name:** |  | | |
| **E-Mail:** |  | | **E-Mail:** |  | | |
| **Address:** |  | | **Address:** |  | | |
| **Telephone №:** |  | | **Telephone №:** |  | | |
| **Relationship:** |  | | **Relationship:** |  | | |
| **If shortlisted, may we approach this person prior to interview?** | | YES  NO | **If shortlisted, may we approach this person prior to interview?** | | | YES  NO |
| **Please note that references will only be taken up if you are shortlisted for interview, unless you have requested otherwise. However, no offer of employment can be made until two satisfactory references are received.** Please also note that the recruiting manager may delay interviews, or decline to interview, if references are not made available. All references available before interview will be read by the chair of the interviewing panel prior to the interview, and the content may be shared with the panel and discussed with you during the interview. Referees will be asked to comment on any disciplinary issues that may be relevant. Interviewing panels reserve the right to request references from further back in your career if it is felt necessary. | | | | | | |
| **Declaration** | | | | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regards. | | | | | | |
| **Signature:** | | | | | **Date**: | |

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| **\*Education/Qualifications/Training** | |
| Please list all education, qualifications and training you have undertaken, giving the most recent first, and provide dates. Please include accredited professional development. | |
| **School/College/University:** |  |
| **Date From/To:** | - |
| **Qualifications & Award Date(s):** |  |
| **School/College/University:** |  |
| **Date From/To:** | - |
| **Qualifications & Award Date(s):** |  |
| **School/College/University:** |  |
| **Date From/To:** | - |
| **Qualifications & Award Date(s):** |  |
| **School/College/University:** |  |
| **Date From/To:** | - |
| **Qualifications & Award Date(s):** |  |

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| **School/College/University:** |  |
| **Date From/To:** | - |
| **Qualifications & Award Date(s):** |  |

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| **Current or Most Recent School / Position with Access to Children** | |
| *If you have not worked with children either in a paid or voluntary position please write N/A* | |
| **School:** |  |
| **Headteacher:** |  |
| **Address:** |  |
| **Telephone №:** |  |
| **Type of School:** | bOYS  GIRLS  MIXED |
| **Number on Roll:** |  |
| **Dates of Employment:** | **From:**       **to:** |
| **Salary:** |  |
| **Reason for Leaving:** |  |
| **Position Held:** |  |
| **Main Responsibilities:** |  |

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| **\*Previous Employment/Activity** | | | |
| Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work, and periods away from work such as raising a family. Please, ensure all dates are provided and no gaps in activity are left unaccounted for. | | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Employer/Other Activity:** |  | | |
| **Date From/To:** | - | | |
| **Position Held:** |  | | |
| **Grade/Salary:** |  | | |
| **Main Responsibilities:** |  | | |
| **Reason for Leaving:** |  | | |
| **Have ALL gaps in employment/activity been accounted for? We must see a full work history or a reason for gaps in employment/activity.** | | YES | NO |
| If NO, please provide further details: | | | |
| By signing this application form on the front page, you are also confirming that the declaration above is correct. If later background checks confirm that information in this section has been falsified or omitted it will lead to disqualification or, if appointed, could render you liable for dismissal or, in some cases, to the matter being referred to the police. | | | |

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| **\*Skills, Abilities, Knowledge & Experience** |
| Describe how you consider your skills, abilities, knowledge and experience to be relevant to this position and the factors that make you a suitable candidate. You may include voluntary work and experience gained outside of work. Please refer to the guidance notes enclosed, and ensure you link this part of your application to the criteria listed in the Person Specification.  Please continue on a separate sheet if necessary. |
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| **Rehabilitation of Offenders Act 1974** |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’. These 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 on the Disclosure and Barring Website or at [Unlock](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would be not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked again information from the Disclosure and Barring Service before your appointment is confirmed. |

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| **Safeguarding Vulnerable Groups** |
| Kendrick School is committed to protecting the welfare of vulnerable groups through safe recruitment and selection practices.  The information you have provided in your application, and that you may be invited to discuss at interview, will assist in assessing your suitability to work with people in a vulnerable group – both children and adults.  Your references, and any information that may need to be obtained via pre-employment checks will also be taken into account. |

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| **Sharing of Information** | | |
| The information provided by you in this application form will be used for the purposes of administering and monitoring the recruitment and selection process only. If appointed the information will form the basis of the employment record. No information will be passed to third parties unless you have consented below. | | |
| Schools in Reading are committed to working together in order to support the development of the local education provision.  Employing and retaining the best possible staff is paramount to this aim.  If you are unsuccessful in securing a place at Kendrick School, would you be willing for your application to be shared with other schools and colleges in Reading? | YES | NO |

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| **Relationship with Kendrick School** | | | |
| Have you previously been employed by Kendrick School? | YES | | NO |
| If yes, please give details: | | | |
| Have you previously sought employment with Kendrick School? | YES | | NO |
| If yes, please give details: | | | |
| Is a current employee or governor of Kendrick School your partner, spouse or relative? | YES | | NO |
| If yes, please give details: | | | |
| If yes please give details below: | | | |
| Do you have a child at Kendrick School? | Yes | No | |