

## Support Staff Application Form

<b>APPLICATION FOR THE POST OF:</b>	
<b>SURNAME:</b>	<b>FORENAME(S):</b>
<b>TITLE:</b>	<b>PREVIOUS SURNAMES:</b>
<b>ADDRESS FOR CORRESPONDENCE:</b>	<b>TELEPHONE NUMBERS</b>
	<b>HOME:</b>
<b>POSTCODE:</b>	<b>WORK:</b>
	May we contact you at work? Yes/No
<b>EMAIL ADDRESS:</b>	<b>MOBILE:</b>
	<b>NATIONAL INSURANCE NUMBER:</b>

### Employment History

<b>PRESENT OR MOST RECENT EMPLOYMENT</b>	
<b>Name &amp; address of employer:</b>	<b>Job title and summary of main duties:</b>
<b>Nature of business:</b>	<b>Are you still currently employed by this organisation?</b>
<b>Date of appointment:</b> dd/mm/yyyy	<b>Current Salary:</b>
<b>Date and reasons for leaving (If applicable):</b>	<b>Notice required:</b>

<b>PREVIOUS EMPLOYMENT</b>				
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.				
Employer's name and address	From month/year	To month/year	Job title and summary of main duties	Reasons for leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

## 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 may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained

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

Course Title	Provider	Duration	Dates

## References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a consecutive five-year period. **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:

<p><b>1<sup>st</sup> Referee</b>      If this is your current employer please confirm that we can contact before interview. Yes/No</p> <p><b>Name:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>E-mail:</b> _____</p> <p><b>Tel:</b> _____</p> <p><b>In what capacity does the above know you?</b></p>	<p><b>2<sup>nd</sup> Referee</b></p> <p><b>Name:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>E-mail:</b> _____</p> <p><b>Tel:</b> _____</p> <p><b>In what capacity does the above know you?</b></p>
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## Achievements, personal qualities and skills

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.

## 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. 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?  If yes, please give details:	Yes/No
3. Do you hold a full current driving licence?	Yes/No
4. Have you ever been subject to any disciplinary action by your employer or professional body?  If yes please give details:	Yes/No
5. Are you a relative or partner of any Governor or employee of the Royal Grammar School?  If yes, please state name of person and relationship:	Yes/No
6. If you have a disability, please let us know of any special arrangements you may need to make if you are shortlisted for interview:	
7. Where did you see the advertisement for this post? Please circle or delete as appropriate:  RGS Website - BC job website - BC social media - Indeed - other website (please state)	

## Declaration

I agree that any offer of employment with the Royal Grammar School is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), The Royal Grammar School will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-RGS employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This school is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our [Privacy Notice](#).

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, in the event of employment, result in dismissal or disciplinary action by the Royal Grammar School.

**Signed:** \_\_\_\_\_ **Date:** / /

Applications should be sent directly to the Royal Grammar School, unless otherwise stated in the advert.

Thank you for your interest in the Royal Grammar School. If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

## Recruitment Monitoring

The Governing Body of the Royal Grammar School is committed to equality of opportunity for all.

The information you give is confidential and is used for monitoring purposes only. It is not provided to the hiring manager.

**Application for the post of:**

**Full name:**

**I identify my gender as** (please select as appropriate)

Male/Female/Trans/Prefer not to say

**Date of birth:** dd/mm/yyyy

Do you consider yourself to have a long-term disability, or physical or mental impairment? Yes/No/Prefer not to say

If yes, please specify details?

Please confirm your nationality (as stated in your passport):

Which of the following best describes yourself:

Bisexual

Gay man

Gay woman / lesbian

Heterosexual (straight)

Other

Prefer not to say

### Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion

Other

Prefer not to say

### How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

White British

White Irish

White other

White and Black Caribbean

White and Black African

White and Asian

Gypsy or Irish Traveller

Mixed Other

Indian

Pakistani

Bangladeshi

Asian Other

Black Caribbean

Black African

Black Other

Chinese

Chinese Other

Other Ethnic Groups

Prefer not to say