

Application Form

Section A

For Office Use Only:	
Application Number:	

Support Staff (Non Classroom)

How did you hear about this vacancy?	
---	--

Personal Details

Family Name (Including Preferred Title)	
First Name(s)	
Address (Including Postcode)	
Contact Telephone No:	
E-mail Address	
Nationality	
National Insurance Number	
Are you eligible to work in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please state what documentation you can provide to demonstrate this e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK	
Note: Should you be short listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. Any offer of employment will be subject to successful verification of your right to work in the UK.	
Date of Birth:	Previous Surnames Used:

Application Form Section B

For Office Use Only:	
Application Number:	

Present Post Details

Name and address of current employer, school or establishment:	
Telephone Number:	
Local Authority/ Group (if applicable):	
Date of appointment to organisation (DD/MM/YY):	
Job Title	
Description of current duties	
Contract Type	TEMPORARY <input type="checkbox"/> PERMANENT <input type="checkbox"/>
Date of appointment to post, if different (DD/MM/YY):	
Type of Appointment:	FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>
Salary/Allowance Details:	

Previous Employment

Please list your most recent position first and continue on a separate sheet where necessary

Name and address of employer	Position held (Please state if Full-time or Part-time)	Start Date (mm/yyyy)	End Date (mm/yyyy)	Reason for leaving
Relevant details (e.g. responsibilities, achievements etc.)				
Relevant details (e.g. responsibilities, achievements etc.)				
Relevant details (e.g. responsibilities, achievements etc.)				
Relevant details (e.g. responsibilities, achievements etc.)				

Please use the space below to explain any gaps in your employment

--

Education and Qualifications *(Please list most recent first)*

Date	School/College/University	Subjects Taken	Examination Results/Grades

Please list any other professional qualifications you have (including membership of Professional Bodies)

--

Other Experience Relevant to the Post e.g. Work Experience, Voluntary positions

--

Personal Interests

If you need to give more information about any of the above, please continue on a separate sheet.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure and Barring Service) Check	
Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have answered 'yes' please give full details on a separate sheet if necessary and put it in a sealed envelope marked 'Confidential' with this application form.	

Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are "spent" and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially	
Have you ever been convicted of a criminal offence by a Court of Law?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If yes, please attach details including the offence and the date

Referees

<p>Please give the name and address of two people whom we may contact for a reference. One of these should specifically be related to previous employment working with children and one should be from your current or most recent place of employment, although Frewen College reserves the right to contact any of your former employers.</p> <p>Please note that we will contact these referees if you are short-listed for this post and seek references before interview. Also, in relation to work with children, we may seek information about any past disciplinary issues relating to children and/or child protection concerns to which you may have been subject.</p>
--

	1 st Referee	2 nd Referee
Name		
Status		
Organisation		
Relationship		
Address		
Tel. No.		
E-mail address		
Is the referee aware of your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing for the referee to be approached prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above).

Declaration

I acknowledge that Frewen College is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not disqualified from work with children, or subject to sanctions imposed by a regulatory body and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I declare, to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by Frewen College as satisfactory.

Signed		Date	
---------------	--	-------------	--

Please return your completed application by email to jackie.garner@frewencollege.co.uk.

In returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge.

Email is preferred but you may also return your form to: Jackie Garner, Finance Officer, Frewen College, Rye Road, Northiam, East Sussex, TN31 6NL.