



The Robert Carre Trust



APPLICATION FOR SUPPORT STAFF An Equal Opportunity Employer

Please check in the information provided whether additional information is required for your application.

Please use **Black ink** or type

Post applied for:

Surname			
Forename(s)			
Previous Name(s) known by			
Mr/Mrs/Miss/Ms			
Home Address including Postcode			
Telephone No		Mobile No	
Email address		National Insurance No	

Are you in possession of a valid current Driving Licence? YES/NO <i>(delete as appropriate)</i>
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Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges?	YES/NO
If yes, please supply details	

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The amendments to the Exception Order provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance can be found at: <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

You will be required to disclose, when shortlisted for an interview, all information about any convictions in a Court of Law or any cautions that are not protected so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Executive Headteacher/Head of School immediately. Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all our staff and volunteers to share this commitment.

PRESENT APPOINTMENT	
Employer's Name and Address:	
Job Title:	
Date Started:	
Wage/Salary:	
Notice Required:	
Brief Outline of Duties:	

PREVIOUS EMPLOYMENT (Please also give reasons and duration for any gaps when you have not been in employment)			
Post (most recent first)	From	To	Reason for leaving
Have you ever been the subject of formal disciplinary proceedings? Yes/No (delete as appropriate) If yes, further details may be required from you			

EDUCATION		From	To
School/College/University	Qualifications		

PROFESSIONAL QUALIFICATIONS		
Membership Body	Method of Membership	Title of Qualification

Details of any other specialised training or qualifications not covered in previous sections (eg short courses, on-the-job training, etc).

Documentary evidence of relevant qualifications/memberships must be presented at interview. These **must** be originals.

OTHER RELEVANT INFORMATION AND EXPERIENCE

Please give a brief outline of the skills, knowledge and experience you have gained both inside and outside of the workplace which will help us to evaluate your suitability for the post. Be concise but please make sure you cover all the essential points of the Person Specification.

Please continue on a separate sheet if necessary

Name two persons to who reference may be made concerning your suitability for the post. If you are, or have been recently employed, one **must** be your current or last employer. If your current or last employment was within a school, one referee **must** be the Headteacher. Friends and relatives are not acceptable referees.

Name:

Name:

Address:

Address:

Capacity in which known to you:

Capacity in which known to you:

Email Address:

Email Address:

References will be taken up after shortlisting and before interview. Please also be aware that we may check your social media footprint as part of the selection process.

Do you have any family or close relationship to existing employees or governors, or known contractors/suppliers to the school? Yes ☐ No ☐

If 'Yes', please give details: _____

Reasonable adjustments for a disability

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process. Alternatively, please feel free to contact the Headteacher's PA to discuss any requirements.

Health/medical details

Successful candidates will be required to complete a confidential medical questionnaire and may be required to discuss any concerns with our Occupational Health Nurse Practitioner before employment is confirmed.

Asylum and Immigration Act 1996

Can you provide evidence of your legal right to work in the UK? Yes ☐ No ☐

(You will be required to produce this documentation at interview)

If you are a foreign national and are successful at interview, you will be required to obtain a 'Certificate of Good Conduct' from your embassy in the UK. This also applies if you are a UK national but have lived or worked abroad for a period greater than 3 months.

DECLARATION

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
4. I understand that evidence of my qualifications will be required during the selection interview process.
5. I understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed Date

If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.

This form, when completed, should be returned to:

The Executive Headteacher
Carre's Grammar School
Northgate
Sleaford
NG34 7DD

The school reserves the right to reject any applicant without calling the candidate to interview or to reject any candidate after interview.

All information provided on this form will be dealt with in accordance with the Data Protection Act 2018.