

THE FEDERATED GOVERNING BODY

**DANE COURT GRAMMAR SCHOOL
and
KING ETHELBERT SCHOOL**



Application for Support Staff

DANE COURT GRAMMAR SCHOOL

If you would like this document in large print, audio, braille, alternative format or in a different language please ask.

Instructions

Please fill in **all sections 1 to 14** as well as the **Recruitment Monitoring Form**.

Please write in **black ink** so the form can be photocopied or complete electronically.

Put your **name**, the **job title** at the top of any additional sheets you use.

Sign and date the declaration at the pack of this form and the Recruitment Monitoring Form.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

1 Post applied for:

Position:

2 Personal Details

Title Mr	First Names:	Surname:
	Have you ever used any other names? If yes, please state:	

2 Personal details continued

Please only give numbers/addresses on which you are willing to be contacted	Telephone (home)
	Mobile telephone
Address (in full)	Personal fax no
	Telephone (work)
	E-mail (personal or work – please specify)
Postcode	W H
National Insurance No: (You can obtain this information from the Department of Work and Pensions)	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Date you are available to take up the appointment:	
Are you related to or know any School Governor?	No
If yes, please give the name and capacity in which they are known to you.	
Are you related to or know any current employee?	No
If yes, please give the name and capacity in which they are known to you.	

3 Current or most recent employment

Name and address of organisation	Job title
	Current or last salary and grade
	Date started in post
Main duties and responsibilities:	

4 Previous Employment:

Please explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held

5 Other Skills and Interests

(Please include details of any public duties, community or voluntary work experience)

6 Education and training

Original documentation of qualifications will be required prior to an appointment

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

7 Other relevant training e.g. short courses, personal development, special projects

Date	Organising body	Brief description of course content

8 Your Health

Do you consider yourself to be in good health? Yes If no, please give details.

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9 References

Give details of two people to whom you are not related and to whom a request for a reference can be made; One referee should be your current or if you are currently unemployed, your last employer. Your most recent employer will be asked about disciplinary offences relating to children. References will be taken up before an offer of employment is made and may be taken up prior to interview unless otherwise indicated. In the case of school / college / university leavers, please use your tutor as a referee.

1st Referee

Title Mr	Name	Telephone W M
Organisation :		
Occupation:	Fax no	
Address (in full) Postcode	E-mail address	
	How do they know you?	
May we contact them prior to interview:		Yes

2nd Referee

Title Mr	Name	Telephone W M
Organisation		
Occupation	Fax no	
Address (in full) Postcode	E-mail address	
	May we contact them prior to interview:	
		Yes

10 Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require

11 Protection of children

Disclosure of criminal background is required of those with substantial access to children

You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (ROA) 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. **A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.**

Details of any relevant cautions or convictions:

I have nothing to declare

I have information to declare and I have attached a sealed envelope containing details to include the offence, the sentence and the date.

12 Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

(For definition of disability please see the Recruitment Monitoring Form)

Do you have a disability?	No
Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?	No
If 'yes' please give details here:	

13 Asylum & Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?	No
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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	No
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If 'yes' please give details here:	
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14 Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Dane Court Grammar School to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained by Dane Court Grammar School, including personal data given by me on this form may be held and processed either on a computer or in manual records held by the school.

Signed:	Date:
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Please return your completed application form to:

**Dane Court Grammar School
Broadstairs Road
Broadstairs
KENT
CT10 2RT**

**Tel No: 01843 864941
Fax: 01843 608811
Email: admin@danecourt.kent.sch.uk**

Recruitment Monitoring Form



The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.

The information you provide will be handled and stored in accordance with the Data Protection Act 1998.

Dane Court Grammar School welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that our employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

Please fill in all sections in black ink.

Post title:		
Surname:		First Names:
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality	Date of Birth:
Vacancy I heard about this vacancy through: (Please give one answer only)		Religion (If you feel the choices below do not provide a suitable option, please write how you would describe your religion)
<input type="checkbox"/> Internal Bulletin <input type="checkbox"/> Job Centre <input type="checkbox"/> Local Newspaper* <input type="checkbox"/> National Newspaper* <input type="checkbox"/> Professional/Trade Journal* <input type="checkbox"/> www.kent.gov.uk <input type="checkbox"/> Other*		<input type="checkbox"/> Christian <input type="checkbox"/> Sikh <input type="checkbox"/> Jewish <input type="checkbox"/> None <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Other*
*Please specify		*Please specify

Ethnic Origin

(The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin)

(a) White

- British
 Irish
 Any other White background

(c) Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

(e) Chinese or other ethnic group

- Chinese
 Any other

(b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

(d) Black or Black British

- Caribbean
 African
 Any other Black background

If you have ticked one of the 'Any other' boxes, please describe your ethnic origin below.

Disability

Do you have a disability?

Yes:

No:

Definition of Disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

According to the Act, a disabled person is currently someone who:

- Has a physical or mental impairment and;
- The impairment has an adverse and substantial effect on his or her ability to carry out normal day to day activities and;
- The effect of the impairment is long term.

Examples of conditions covered include:

- Physical impairments: diabetes; epilepsy; multiple sclerosis; cancer, cerebral palsy; heart disease.
- Mental impairments: schizophrenia; dyslexia; bi-polar disorder; learning difficulties.
- Progressive conditions: cancer, multiple sclerosis, muscular dystrophy, HIV infection.

Sensory impairments, such as blindness, having partial sight or hearing loss are also included within "physical and mental impairments".

Signature:

Date:

For office use only.

- Shortlisted Appointed