



APPLICATION FORM
Support Staff

This form is available electronically on the School website (www.denmeadschool.org.uk).
This form must be completed for an application to be considered and should be signed and sent to the address above. (If you wish to include a copy of your Curriculum Vitae please do so).

If completing by hand, please *print clearly and use black ink*.

Post applied for	
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Personal details

Title (Mr, Mrs, Miss, Ms, Dr, Other)	
Full Name (please underline the names by which you like to be known)	
Current Surname and Former Surnames (e.g. maiden name with dates used)	
Current Address (this will be used for correspondence)	
Previous Address(es) (if resident at current address for less than five year please provide any previous addresses during this period)	
E mail address	
Telephone: Home	
Telephone: Work	
Telephone: Mobile	
National Insurance number	

Details of all Academic/Vocational Qualifications and Educational Establishments Attended

Establishment and Dates Attended	Subject and Awarding Body	Grade/Class (if appropriate)

Further Education and Career History

Please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education. Please provide explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Please include details of all relevant training courses attended.

Interests

Activity	Interest, experience and qualification in this activity

Basis of Interest

Please use the space below to describe the reasons/motivation for this application.

Existing contacts with the School

Please indicate if you know any existing employees or governors at the School and if so how you know them.

Referees

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends:**

(Please give name, address, contact telephone number and e mail address)

General

How did you hear about this vacancy?	
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Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religion or belief, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. The School will make reasonable adjustments to accommodate disabilities of both successful applicants and prospective applicants.

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Declaration

This post is exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to disclose all convictions, cautions, and bind overs, including those required as 'spent', and declare as follows:

- ❖ I have no convictions, cautions or bind-overs, including any that are regarded as 'spent' under the Rehabilitation of Offenders Act 1974.

OR

- ❖ I enclose details of convictions, cautions or bind-overs, which include those regarded as 'spent' under the Rehabilitation of Offenders Act 1974 in the enclosed sealed envelope marked 'Strictly Private & Confidential – For the Attention of the Headmaster'.
- ❖ ***Delete one paragraph, as appropriate.***

AND

1. I have not been disqualified from working with children, am not named on DCSF List 99 or the Protection of Children Act List, or subject to any sanction by a regulatory body e.g. General Teaching Council that debars me from having unsupervised and sole access to children and young adults.
2. I understand that providing false information is an offence and could result in this application being rejected, or summary dismissal if selected for the post, and possible referral to the police.
3. I understand that if called for interview I will consent to an application being processed by the school.
4. I understand my qualifications will be checked once an offer has been made and I shall be required to show, and have copied, original certificates.
5. I declare that I know of no reason, on grounds of mental or physical health, why (subject to any reasonable adjustments for qualifying persons under the Disability Discrimination Act 2005) I should not be able to discharge the responsibilities required by the post in question and I understand that any offer of employment made by the School will be conditional on verification of medical fitness.

Signed:

Name:

Date: