

Alexandra Park School, Bidwell Gardens, London, N11 2AZ | Tel: 020 8826 4880 | Email: slevi@alexandrapark.school

CONFIDENTIAL

The accompanying guidance notes provide advice on how to fill in this form. Please type or write clearly using black ink.

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| Support Staff Application Form |

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| Vacancy Title: |       |
| Closing date: |       |

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| Personal details |

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| Title |       | First Name: |       | **Middle Name:** |       |
|  |  | Last Name: |       | **Preferred Name:** |       |

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| Address: |       |
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| Postcode: |       |

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| **Home Telephone No.**  |       | **Daytime Contact No.** |       |

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| **E-mail address:** |       |

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| **National Insurance No.** |   |   |   |   |   |   |   |   |   |

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| **Are you eligible to work in the UK / EEA?** | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **Do you require further leave to remain?** | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **If ‘Yes’, please clarify your status** |       |

*If your application is successful, you will be asked to provide documentary evidence of your entitlement to work in the UK before you commence employment.*

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| Present or most recent employment |

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| --- | --- | --- | --- | --- |
| Name of employer |  | **Position held** |  | **Salary** |
|       |  |       |  |       |
| Address |  | **Town / County** |  | **Postcode** |  | **Telephone Number** |
|       |  |       |  |       |  |       |
| Salary |  | Grade |  | **Full / Part Time** |  | **If P/T, give details e.g. 0.5** |  | **Permanent / Temp** |
|       |  |       |  |       |  |       |  |       |
| **Brief description of duties** |
|       |
| **Reason for leaving** |
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| Previous Employment |

Starting with your most recent job, paid and / or unpaid, please list previous employment providing all of the details requested. It is important that you include periods of unemployment, detailing which office you may have received benefits from. If you have been self-employed, you will need to provide proof. Please give precise dates and number of hours worked if part time.

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| Employer’s name |  | **Employer’s address** |  | **Postcode** |
|       |  |       |  |       |
| Position Held |  | **Salary** |  | **FT / PT** |  | **Perm / Temp** |
|       |  |       |  |       |  |       |
| Date *from* |  | Date *to* |  | **Reason for leaving** |
|       |  |       |  |       |
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| Employer’s name |  | **Employer’s address** |  | **Postcode** |
|       |  |       |  |       |
| Position Held |  | **Salary** |  | **FT / PT** |  | **Perm / Temp** |
|       |  |       |  |       |  |       |
| Date *from* |  | Date *to* |  | **Reason for leaving** |
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| Employer’s name |  | **Employer’s address** |  | **Postcode** |
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| Position Held |  | **Salary** |  | **FT / PT** |  | **Perm / Temp** |
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| Date *from* |  | Date *to* |  | **Reason for leaving** |
|       |  |       |  |       |
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| Employer’s name |  | **Employer’s address** |  | **Postcode** |
|       |  |       |  |       |
| Position Held |  | **Salary** |  | **FT / PT** |  | **Perm / Temp** |
|       |  |       |  |       |  |       |
| Date *from* |  | Date *to* |  | **Reason for leaving** |
|       |  |       |  |       |
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| Employer’s name |  | **Employer’s address** |  | **Postcode** |
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| Position Held |  | **Salary** |  | **FT / PT** |  | **Perm / Temp** |
|       |  |       |  |       |  |       |
| Date *from* |  | Date *to* |  | **Reason for leaving** |
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| Gaps in Employment History |

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| Date *from* |  | Date *to* |  | **Explanation** |
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| Education, training and qualifications |

Please state the name(s) of the Secondary School, College and University attended, as well as grades/qualifications obtained.

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| **University / Institution** |
| **Date** *from* |  | **Date** *to* |  | **Name of establishment** |  | **Degree subject** |  | **Class** |
|       |  |       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |  |       |
| **College** |
| **Date** *from* |  | **Date** *to* |  | **Name of school / college** |  | **Subject and level** |  | **Grade** |
|       |  |       |  |       |  |       |  |       |
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| **Secondary School** |
| **Date** *from* |  | **Date** *to* |  | **Name of school** |  | **Subject and level** |  | **Grade** |
|       |  |       |  |       |  |       |  |       |
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| Professional qualifications / registrations |

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

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| **Name of professional body** |  | **Membership grade and number** |  | **Date obtained** |
|       |  |       |  |       |
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| Training courses attended if relevant |

Please provide details of any training that you have received, which supports your application.

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| **Course title** |  | **Course description** |  | **Date** *from* |  | **Date** *to* |
|       |  |       |  |       |  |       |
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| Statement in support of application |

Please use this space to tell us how you meet each of the points on the person specification. You will find it useful to refer to the Guidance Notes to help you complete this part of the form. We need to have this information in order to consider your application.

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| Referees |

If you are shortlisted, we will obtain references **prior to interview.** Your first referee must be your current or last employer (if you have one). If you are a Newly Qualified Teacher / Graduate, please give details of your course tutor as your first reference and your Headteacher from your teaching practice as your second.

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| **Referee 1** |
| **Referee’s name** |  | **Referee’s position** |
|       |  |       |
| **Address** |  | **Post Code** |
|       |  |       |
| **Email address** |  | **Telephone number** |
|       |  |       |
| **Referee 2** |
| **Referee’s name** |  | **Referee’s position** |
|       |  |       |
| **Address** |  | **Post Code** |
|       |  |       |
| **Email address** |  | **Telephone number** |
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| Miscellaneous |

Canvassing of employees directly or indirectly will disqualify candidates from appointment.

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| **Are you related to, or have you a close personal relationship with a School Governor or School employee?** |
| Yes |[ ]   | No |[ ]
| **If *yes*, please state their name and the position they hold** |
| **Name** |  | **Position held** |
|       |  |       |
|       |  |       |

Data Protection

The school intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The School will ensure that all processing of data falling within the scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the School can be assured that the information will be maintained in confidence and treated with all due care. The School tries to keep information held about you accurate and up-to-date. However, if you find any inaccuracies, you have the right to have them corrected.

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| External Applicants |

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| **Have you ever worked for APS or another Haringey School?** | **If yes,** | **Date** *from* |  | **Date** *to* |
| Yes |  |[ ]   | No |[ ]   |  |  |       |  |       |
| **Position held** |  | **Line manager** |
|       |  |       |
| **Name of School / Directorate** |  | **Reason for leaving** |
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| Rehabilitation of Offenders Act |

As the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced disclosure from the DBS and need to have information from you regarding any previous, existing or pending convictions or cautions. All teaching posts are exempt from the Rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered to be “spent”.

Please answer Q1 and Q2.

Failure to declare any criminal convictions or cautions, including those spent, could result in withdrawal of any job offer, dismissal or disciplinary action. All applicants are required to complete the DBS form even if you do not have a criminal record. You may be asked to provide details to the panel if selected for interview. Possession of a conviction or caution will not necessarily mean that you won’t be appointed. Each case is considered on its merits.

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| **Q1. Have you ever been convicted of any criminal offences** |  | **Q2. Have you ever been disqualified from working with children or vulnerable adults?** |
| Yes |[ ]   | No |[ ]   | Yes |[ ]   | No |[ ]

If you have replied **yes** to either of the questions above, please provide details on the enclosed Declaration Form.

I will declare to the School, if appointed, my intention to continue to work for another employer or on a self-employed basis (under the Working Time Directive). I understand that providing misleading or false information (including qualifications) will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal. I authorise the School to check the information supplied.

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| **Signed** |  | **Date** |
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**Recruitment Monitoring Form**

*As an equal opportunities employer, Alexandra Park School is committed to monitoring the effectiveness of its employment policies. This is endorsed by the Equal Opportunities Commission and the Commission for Racial Equality. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. The information you provide below will be treated in strict confidence unless indicated otherwise. Categories marked with a* **†** *will only be available to HR and used for statistical monitoring purposes.*

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| Post applied for |       |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |       | Surname |       | **Initials** |       | **Date of Birth** |       | **Sex** |       |
|  |  |  |  |  |  |  | *(dd/mm/yyyy)* |  | *m/f* |

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| --- | --- | --- |
| **† Gender Identity** Is your gender identity the same as the sex you were registered at birth? |  | If no, please give the term you use to describe your gender. |
| Yes |[ ]  No |[ ]  Prefer not to say |[ ]   |       | Prefer not to say |[ ]

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| **Ethnicity** *What best describes your ethnic group? (please tick one box from the appropriate section)* |
| **White** |  |  |  |  | **Mixed** |  |  |
| British |[ ]  Turkish |[ ]   | White and Black Caribbean |[ ]   |
| Irish |[ ]  Gypsy |[ ]   | White and Black African |[ ]   |
| Kurdish |[ ]  Irish traveller |[ ]   | White and Asian |[ ]   |
| Greek Cypriot |[ ]  Turkish Cypriot |[ ]   | Any other Mixed background |[ ]        |
| Any other white background |[ ]        |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Asian or Asian British** |  |  |  |  | **Black or Black British** |  |  |
| Indian |[ ]  Pakistani |[ ]   | Caribbean |[ ]   |
| East African Asian |[ ]  Bangladeshi |[ ]   | African |[ ]   |
| Any other Asian background |[ ]        |  |  | Any other black background |[ ]        |
|  |  |  |  |  |  |
| **Chinese or other ethnic group** |  |  |  |  |  |
| Chinese |[ ]   |  | Any other ethnic background |[ ]        |

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| **Disability** *Do you consider yourself to have a disability?* | *The Disability Discrimination Act defines a disability as follows: a person has a disability if she / he has a physical or mental impairment which has a substantial and long-term adverse effect to his / her ability to carry out normal day-to-day activities.* |
| Yes |[ ]  No |[ ]   |
| Do you have any specific requirements in relation to attending and interview or to assist you at work? |
| Yes |[ ]  No |[ ]  If ‘Yes’, please give details |       |

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| **Religion** *What is your religion?* |
| Buddhist |[ ]  Hindu |[ ]  Muslim |[ ]  Sikh |[ ]  Christian |[ ]
| Jewish |[ ]  Rastafarian |[ ]  None |[ ]  Other |[ ]  Prefer not to say |[ ]

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| **Sexual Orientation** *What best describes your sexual orientation?* |
| Bi |[ ]  Gay woman/ Lesbian |[ ]  Gay man |[ ]  Heterosexual/ straight |[ ]   |
| Prefer to self-describe:       | Prefer not to say |[ ]   |

How did you hear about this job? If from an advertisement, please state the media title.

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