



## Hazelwood School

### APPLICATION FORM for ADMINISTRATIVE AND SUPPORT STAFF

<b>POST APPLIED FOR:</b>
--------------------------

<b>PERSONAL DETAILS</b>	
Title: Forenames: (Please include middle names)	Surname: Previous Surname:
Current Address:  Number of years at this address: Date of Birth (optional): National Insurance No:	Home Tel No:  Work Tel No:  Mobile No:  Email:
<b>Previous Addresses:</b> (if resident at current address for <b>less than five years</b> , please provide any previous addresses during this period)	
1.	2.
Number of years at this address:	Number of years at this address:

<b>REFEREES</b>		
Please provide three references (if appropriate, these should include your present 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 in work with children. Please note, references will NOT be accepted from relatives or from referees writing solely in the capacity of friends.		
Name	Address (including post code, tel no, and email address)	Position
1.		
2.		
3.		

<b>EDUCATION</b>	
Senior/Secondary School (Name and Address)	
O-Level/GCSE Subjects (with dates/grades)	A-Level Subjects (with dates/grades)
University or College (Name and address)  Subjects taken:  Qualification:	

<b>EMPLOYMENT</b>				
Please enter your present employment first; part-time employment should be clearly indicated				
Present post and salary	Name of Employer	Date in post: From and to	Duties	Reason for leaving
Previous Posts	Name of Employer	Date in post: From and to	Duties	Reason for leaving

<b>PERIOD OF UNPAID ACTIVITY</b>		
Please give details of periods not spent in full-time or paid employment	From	To

<b>OTHER RELEVANT EXPERIENCE, INTERESTS, SKILLS, QUALIFICATIONS e.g. First Aid</b>

If appointed, when could you begin?

Are you eligible for employment in the UK?

Yes  No

Do you have any restrictions on taking up employment in the UK?  
(e.g. time limit/visa)

Yes  No

Applicants are reminded that canvassing members of the School's Governing Body will disqualify their application.

**Applications can only be accepted if the following documents have been received:**

- Application Form
- Current CV (optional)
- Self Disclosure – relevant part of Part 1 completed
- Self Disclosure – Part 2 completed and placed in an confidential envelope

**Please ensure that:**

All information given is true and that nothing relevant has been omitted. It is an offence to knowingly give false information and if proven could result in the application being rejected, or a summary dismissal if the applicant has been selected, with possible referral to the police.

**DECLARATION (please note, two signatures are required)**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. If necessary please submit the information requested below in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed by the Head or Bursar. If you would like to discuss this beforehand, please telephone, in confidence, the Assistant Bursar, for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs).

**You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

**Please tick one box:**

I have nothing to declare

or

I enclose a confidential statement in a sealed envelope marked confidential.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Data Protection Act 1998: The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

I declare that the information on this form is, to the best of my knowledge, complete and correct. I agree that if my application is successful, a DBS check for criminal convictions/actions will be made.

**Signed** \_\_\_\_\_

**All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. Hazelwood School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.**

**This application form should be sent to:- The Assistant Bursar, Hazelwood School, Wolfs Hill, Limpsfield, Oxted, Surrey, RH8 0QU**