



HOLYPORT COLLEGE

SUPPORT STAFF APPLICATION FORM

Post applied for:			
Preferred First Name:		Surname:	

Thank you for your interest in Holyport College.

If you are short-listed for interview, you will be contacted directly by telephone or e-mail. Unsuccessful applicants will be notified by email.

Please return completed applications to: **careers@holypportcollege.org.uk**

1. PERSONAL DETAILS

Surname:		Title:	
Please list all previous surnames used:		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:	
Forename:	Middle Names:		
Current Address:	Contact Numbers: <i>Please tick next to which methods of contact you would like us to use.</i> Please do not list a work telephone number if you are not happy to be contacted at work under any circumstances.		
Postcode:	Home:	<input type="checkbox"/>	
	Mobile:	<input type="checkbox"/>	
	Work:	<input type="checkbox"/>	
	E-mail:	<input type="checkbox"/>	
National Insurance Number:			
What is your current notice period?			
What is your current salary?			
Where did you see this position advertised?			
Are there any restrictions on you taking up employment in the UK? If you have a work permit, please provide the expiry date:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you lived outside the UK in the last 5 years? If so, we will need to obtain a Police Certificate of Good Conduct from that country		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please provide previous addresses and dates for this period:			

2. EDUCATION AND QUALIFICATIONS

Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. It is policy to verify the qualifications of successful applicants.

Secondary School(s) attended:

Name and Location	Dates Attended		Qualifications Attained (Subject, Level & Grade) Brief summary only
	From (mm/yy)	To (mm/yy)	

Colleges attended:

Name and Location	Dates Attended		Qualifications Attained (Subject, Level & Grade)
	From (mm/yy)	To (mm/yy)	

Universities attended:

Name and Location	Dates Attended		Qualifications Attained (Subject, Level & Grade)
	From (mm/yy)	To (mm/yy)	

3. EMPLOYMENT HISTORY

Please supply a full history in chronological order (with start and end dates), **starting with your current/most recent employer first**, of all employment, self-employment and any periods of unemployment since leaving secondary education. You **must** provide, where appropriate, explanations for **any** periods not in employment, self-employment or further education/training and in each case reasons for leaving employment.

If there are any gaps in your employment history from leaving school to your present employment (e.g. looking after children, sabbatical year), please include the details at the appropriate date.

Employment Dates		Name and Address of Employer	Job Title and Brief Summary of Main Responsibilities of the Position	Reason for Leaving
From (mm/yy)	To (mm/yy)			

3. EMPLOYMENT HISTORY – continued

Employment Dates		Name and Address of Employer	Job Title and Brief Summary of Main Responsibilities of the Position	Reason for Leaving
From (mm/yy)	To (mm/yy)			

Please continue on a separate sheet, if necessary.

4. LEISURE/NON-WORK ACTIVITIES

Please note below your leisure interests, sports, hobbies etc

5. EXISTING CONTACTS WITHIN THE SCHOOL

In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees, Fellows or pupils at the school, and if so, how you know/are related to them.

Name and Position at the School	Relationship to you (e.g. friend, neighbour, sister etc.)

6. SUPPORTING INFORMATION

Please provide a statement as to why you are applying for this post, detailing the skills and experience you believe would contribute to the school. Please make specific reference to the job description/person specification and give evidence of each statement making sure it is relevant to this position

7. REASONS FOR LEAVING YOUR CURRENT ROLE

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Have you worked with children during your employment?

YES

NO

Have you undertaken volunteer work involving children?

YES

NO

If your application is successful, we will also need to contact all other employers or organisations where you have worked with children.

All offers of employment are subject to:

- **Satisfactory medical clearance**
- **References satisfactory to the school**
- **Proof of qualifications**
- **Eligibility for employment**
- **A decision based upon a certificate from the Disclosure and Barring Service.**

DECLARATION

The personal information collected on this form will be used for the purposes of recruitment and selection for the role you have applied for, or other roles you may be suitable for within the school. If appointed, this form will become part of your employment record. The information will not be used for any other purpose, nor will it be disclosed to any third party. The school's policy on retention of information is that all recruitment records are destroyed twelve months after the closing date for positions (except for information on successful applicants). Please confirm by signing below that you give consent for your information to be used for the school's recruitment purposes.

I am aware that the school will create computer and paper records on me during the recruitment and selection process.

I agree that, should I be successful in this application, I will apply to the Disclosure and Barring Service for a criminal record check. I understand that, should the check not be to the satisfaction of the school, any offer of employment may be withdrawn or my employment terminated.

In accordance with the requirements of the Asylum and Immigration Act 1996, any offers of employment will be subject to the production of a valid passport or birth certificate and formal confirmation of your National Insurance number. In addition, all employees must provide copies of qualifications required in the Person Specification and submit authorisation to have them verified.

If it is discovered that you have given any information which you know to be false, or if you withhold any relevant information, your application may be rejected or any subsequent employment with us terminated.

I declare that the information I have given is, to the best of my knowledge, accurate and complete.

Signed:		Date:	
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