SUPPORT STAFF APPLICATION FORM

Wells Cathedral School is an equal opportunities employer. The sole criterion for selection of applicants will be suitability for the job position, regardless of gender, sexual orientation, age, background, culture, race, ethnic denomination, national origin, religious affiliation, marital status or disability.

Any job offers will be subject to satisfactory references and necessary employment checks.

*When sending the application in an electronic format, the applicant must type their full name and date completed, in all sections where a signature is required.*

# Please complete this application form electronically.

|  |
| --- |
| **POSITION APPLIED FOR:** |
| **Where did you see the vacancy advertised:** |
| **A: PERSONAL DETAILS:** |
| Title:  Forename(s):  Date of Birth:  Surname:  Address:    Postcode:  Telephone: Private:  Work :  (May we contact you at work? )  Mobile:  Email:  Place of Birth: Nationality:  Do you require a work permit to work in this country?  Do you hold a current valid driving licence?  **Existing contacts within the school**  Please indicate if you know any existing employees/governors at the school and if so how you know them |

|  |  |  |  |
| --- | --- | --- | --- |
| **B: EMPLOYMENT HISTORY** | | | |
| **Current employment, if applicable:**  Job title:  Start date:  Leaving date:  Salary: | | | |
| Employer: | | | |
| Address: | | | |
| Brief details of responsibilities and reporting relationships: | | | |
| Notice required:  If you have left, please give reasons for leaving: | | | |
| **PREVIOUS EMPLOYMENT**  **(please start with the most recent, using a continuation sheet if necessary)** | | | |
| **Dates employed** | **Employer’s name and address** | **Job title and main duties** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **C: EDUCATION AND TRAINING** | | |
| **Secondary and higher education / courses attended** | | |
| **Date / establishment** | **Examinations passed / professional qualifications / training undertaken** | **Grades** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **D: LEISURE ACTIVITIES** | | |
| **Please provide details of any hobbies, sport, leisure activities:** | | |

|  |
| --- |
| **E. EXPERIENCE AND SKILLS** |
| Please refer to the person specification and provide evidence of how you meet the requirements of the post. Please state ‘see attached’ if you have enclosed a separate letter of application or if you have attached an additional sheet. CVs will only be accepted alongside a completed application form. |

|  |
| --- |
| **Declaration**  I confirm that the information given to you is, to the best of my knowledge, true and complete. Any false statements may lead to rejection or, if employed, to dismissal.  Signature:  Date: |
| **F: REFERENCES** |
| Please give the names of at least two employer references. One must be your present or most recent employer. The other reference should be a previous employer. Character references cannot be accepted. If you are or have been self employed, references can be from certified professionals. If this is your first employment, we will accept references from past tutors/teachers. |
| 1. Name: |
| Address: |
| Telephone:  Email: |
| May we contact them now? |
| 2. Name: |
| Address: |
| Telephone:  Email: |
| May we contact them now? |
| 3. Name: |
| Address: |
| Telephone:  Email: |
| May we contact them now? |

|  |
| --- |
| **I: General Data Protection Regulation 2018** |
| Information held by Wells Cathedral School complies with and is stored in accordance with the General Data Protection Regulation 2018. The information you have provided in the ‘Personal Details’ section will be used for Payroll purposes and may be disclosed to the HMRC. It may be disclosed to internal departments of the School for security and administrative purposes. Information provided by you on the Application Form may be copied for use as part of our administrative procedures.  Do you consent to the details on these forms being used as stated above? |

I understand that my offer of employment by Wells Cathedral School is subject to proof of the right to work in the UK, the receipt of references acceptable to the company, an online search as part of the shortlisting process as part of the School’s due diligence and a satisfactory medical examination if required. The school reserves the right to contact any of my previous employers for the purpose of obtaining references. Any mis-statement in any of the above section may render this application and any subsequent contract invalid and employment may be terminated immediately and summarily.

Consequently, the facts contained in this application are, to the best of my knowledge, true and complete. Any false statements or failure to disclose convictions may lead to rejection or, if employed, dismissal.

Signed:  Dated:

**Please return this form to:**

**HR Department**

**Wells Cathedral School Wells**

**Somerset BA5 2SX**

**Tele: 01749 834244 E-mail:** [**hr@wells.cathedral.school**](mailto:hr@wells.cathedral.school)

# IMPORTANT – TO BE COMPLETED BY RECRUITING MANAGER

|  |  |
| --- | --- |
| OFFICE USE ONLY: | |
| Under the Asylum and Immigration Act 1996 an employer who employs a foreign national of 16 years or over who does not have the right to work in the UK is liable to pay a penalty of up to  £5000 for each and every offence.  In order to ensure that all employees are treated fairly and equally it is important that the same documentation is requested from every individual.  Prior to any offer of employment the recruiting manager has the responsibility to check that the applicant has the right to work in the United Kingdom.  **A copy of at least 2 of the listed documents MUST be attached to this application form prior to any job offer or contract of employment.** | |
|  | ***Please indicate if checked and attached:*** |
| P45 |  |
| P60 |  |
| Recent printed payslip |  |
| Birth certificate issued in UK or Ireland |  |
| National Insurance number card or document issued by a Government department |  |
| Work permit issued by Work Permits UK |  |
| Passport giving entitlement to live in the UK |  |
| Certificate or registration or nationalisation as a British citizen |  |
| Residence permit (European Economic Area only) |  |

Name of recruiting manager:

Signature of recruiting manager:  Date: