



HAMPTON SCHOOL TRUST



APPLICATION FORM

Support Staff

This form is available electronically on the School website (www.HamptonSchool.org.uk or www.Hamptonprep.org.uk). This form must be completed for an application to be considered and should be signed and sent to recruitment@hamptonschool.org.uk (If you wish to include a copy of your CV please do so). If completing by hand, please *print clearly and use black ink*.

Hampton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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	
Are you legally eligible for employment in the UK?	Please circle: YES NO
Do you require a work permit to work in the UK?	Please Circle: YES NO

Details of all Academic/Vocational Qualifications and Educational Establishments Attended:

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

Interests

Activity	Interest, experience and qualification in this activity

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.

Name of Employer (including full address)	Position held (full or part time)	Main Duties and Responsibilities	Employment dates To and From: (Month and Year)	Reason for Leaving

Personal Statement

Please describe the reasons/motivation for this application and describe how your skills, knowledge and experience meet each requirement within the person specification, preferably in order. Please attach an additional sheet(s) as necessary.

[Empty box for writing the personal statement]

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.

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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

Please tell us how you heard about this vacancy?	School website TES online TES newspaper Jobs board (<i>please specify</i>): Other online publication (<i>please specify</i>): Other (<i>please specify</i>):
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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.

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' that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)*



OR

- I enclose details of convictions, cautions or bind-overs, which include those regarded as 'spent' that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)* 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 DBS Barred List (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 if I have lived outside of the UK for a period of three months or longer within the last five years, I must provide the School with a Police Certificate of Good Conduct from the country/ies prior to commencing employment.
3. I understand that providing false information is an offence and could result in this application being rejected, or (if false information comes to light after my appointment) summary dismissal and possible referral to the police.
4. I understand that if called for interview I will provide a valid Enhanced Disclosure form the DBS, or consent to an application being processed by the school.
5. 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.
6. I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signed:

Name:

Date:

Please email completed Application forms to recruitment@hamptonschool.org.uk

* 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: <https://www.gov.uk/government/publications/dbs-filtering-guidance>