

**SUPPORT STAFF**

**APPLICATION FORM**

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| **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@holyportcollege.org.uk

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| 1. **PERSONAL DETAILS** | | | | |
| **Surname:** | | | **Title:**  **Mr**  **Mrs**  **Miss**  **Ms**  **Other:** | |
| **Please list all previous surnames used:** | | |
| **Forename:** | **Middle Names:** | | | |
| **Current Address:** | **Contact Numbers:**  ***Please tick next to which methods of contact you would like us to use.*** Please do not list a work telephone number if you are not happy to be contacted at work under any circumstances. | | | |
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| **Home:** |  | |  |
| **Mobile:** |  | |  |
|  | **Work:** |  | |  |
| **Postcode:** | **E-mail:** | | |  |
| **National Insurance Number:** | | |  | |
| **What is your current notice period?** | | |  | |
| **Where did you see this position advertised?** | | |  | |
| **Do you have the right to work in the UK?**  **(You will need to provide documentation to support this)** | | | **YES**  **NO** | |
| **Have you lived outside the UK in the last 5 years? If so, and your application is successful you will need to provide Police Certificates of Good Conduct for each country.** | | | **YES  NO** | |
| **If yes, please provide previous addresses and dates for this period:** | | | | |

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| 1. **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/yyyy)** | | **To**  **(mm/yyyy)** | |
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| **Colleges attended:** | | | | | | |
| **Name and Location** | | Dates Attended | | | | Qualifications Attained (Subject, Level & Grade) |
| **From**  **(mm/yyyy)** | | **To**  **(mm/yyyy)** | |
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| **Universities attended:** | | | | | | |
| **Name and Location** | Dates Attended | | | | Qualifications Attained (Subject, Level & Grade) | |
| **From**  **(mm/yyyy)** | | **To**  **(mm/yyyy)** | |
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| **Membership of Professional Bodies:** | | | |
| **Name of Professional Body** | **Level** | **Qualification** | **Date Achieved** |

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| **Other Courses** | *Please list below any courses you have attended which are required for the position or are relevant to it (continue on a separate sheet if necessary).* | |
| **Name of course, where completed and qualification attained** | | **Date Completed (mm/yy)** |
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| 1. 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/yyyy)** | **To**  **(mm/yyyy)** |
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| 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/yyyy)** | **To**  **(mm/yyyy)** |
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***Please continue on a separate sheet, if necessary*.**

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| 1. **LEISURE/NON-WORK ACTIVITIES** |
| **Please note below your leisure interests, sports, hobbies etc** |
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| 1. **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.)** |
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| 1. **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* |
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| 1. **REASONS FOR LEAVING YOUR CURRENT ROLE** |
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| **Have you worked with children during your employment?** | **YES  NO** |

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| **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 in the UK
* A decision based upon a certificate from the Disclosure and Barring Service.

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| DECLARATION |
| **By submitting this application, I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018**  **I declare that the information given on this application form is, to the best of my knowledge, correct.**  **I understand that this information may be stored as part of Holyport College's monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified.**  **I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discovery of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the HR Officer or Bursar.** |

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