



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

West Street Marlow Buckinghamshire SL7 2BR
Tel: 01628 816 500 Fax 01628 816 501
Email: enquiries@swbgs.com

Support Staff Application Form

Company Registration Number: 07625556

PLEASE COMPLETE USING BLACK INK OR TYPE

APPLICATION FOR THE POST OF:	
SERVICE:	JOB REF. NO: (where available)
SURNAME:	FORENAME(S):
TITLE:	Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS
	HOME:
POSTCODE:	WORK: May we contact you at work? Yes/No
E-MAIL ADDRESS:	MOBILE:
	NATIONAL INSURANCE NUMBER:

Employment History

PRESENT OR MOST RECENT EMPLOYMENT	
Name & address of employer:	Job title and summary of main duties:
Nature of business:	Are you still currently employed by this organisation?
Date of appointment:	Salary Scale and Current Salary:
Reasons for leaving (If applicable):	Notice required:

PREVIOUS EMPLOYMENT				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From month / year	To month / year	Job title and summary of main duties	Reasons for leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

Qualifications and training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a consecutive five year period. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

<p>1st Referee If this is your current employer please confirm that we can contact before interview. Yes/No</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>E-mail address: _____</p> <p>Tel: _____</p> <p>In what capacity does the above know you?</p>	<p>2nd Referee.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>E-mail address: _____</p> <p>Tel: _____</p> <p>In what capacity does the above know you?</p>
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Achievements, personal qualities and skills

Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.

Please continue, if necessary, on a further sheet, which must be attached securely to this form.

Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? Yes/No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? Yes/No
If so, please give details:
3. Do you hold a full current driving licence? Yes/No
4. Are you able to travel to different locations across the country? Yes/No
5. Have you ever been subject to any disciplinary action by your employer or professional body? Yes/No
If yes, please give details
6. Are you a relative or partner of any employee / governor of Sir William Borlase's Grammar School? Yes/No
If yes, please state name of person and relationship:
7. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:
8. Where did you see the advertisement for this post?

Criminal Convictions – Rehabilitation of Offenders Act 1974

Sir William Borlase's Grammar School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Sir William Borlase's Grammar School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have either in the UK or abroad, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action, or dismissal by the Authority and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction, caution, reprimand may be considered 'spent'. Please tick as appropriate:

I do **not** have any criminal convictions held against me

I **do** have criminal offences or prosecutions pending against me

If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please bring these with you to your interview.

Signed _____ Date: _____

Sir William Borlase's Grammar School abides by the Criminal Records Bureau Code of Practice, a copy is available on request or visit www.crb.gov.uk. A copy of the Policy for the recruitment of ex-offenders is also available on request.

Declaration

I agree that any offer of employment with Sir William Borlase's Grammar School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Sir William Borlase's Grammar School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

This authority is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the County Council.

Signed: _____ Date: _____

Please note, you will be asked to sign this form if you are invited to an interview.

If you wish to email your application form send to enquiries@swbgs.com. If you wish to post your application, please send the completed form directly to the school. If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please complete the separate recruitment monitoring form

Recruitment Monitoring

Sir William Borlase's Grammar School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of:

Full name:

Gender (please select as appropriate) Male/Female

Date of birth:

Do you consider yourself to have a disability? Yes/No/Not answered

If yes, what is the nature of your disability?

We are working to implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.

Do you wish to take part in this scheme? Yes/No

If you are currently employed by Sir William Borlase's Grammar School, please indicate that you are an internal applicant. Otherwise, please choose external.

Internal/External

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist
Christian
Hindu
Jewish
Muslim
Sikh
No religion
Other
Not answered

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background:

White British
White Irish
White Other
White and Black Caribbean
White and Black African
White and Asian
Mixed Other
Indian
Pakistani
Bangladeshi
Asian Other
Black Caribbean
Black African
Black Other
Chinese
Chinese Other
Other Ethnic Group
Not Stated