



Application form for Support

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for job applicants on our website.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Poole High School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Poole High School' privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

If you've lived or worked outside of the UK in the last 5 years, Poole High School may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we've received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

RIGHT TO WORK IN THE UK

Poole High School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

SIGN AND DATE

Name (please print):

Sign:

Date:

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Please return the application form to:

Mrs K Brooks

HR Officer

k.brooks@poolehigh.poole.sch.uk

Poole High School

Wimborne Road

Poole

Dorset

BH15 2BW

Post details			
Post applied for			
Closing date		Where did you see the advert?	
Personal details			
Title		Full name	
Other names known by			
Home address			
Home phone number		Mobile number	
Email address			
National Insurance no.			
Do you hold a current driving licence?			

Employment history

(Please give details of your current or most recent employment)

Name and address of school/organisation	Job title
	Current or last salary and grade
	Full/part time
Date started in post	Date of leaving (if relevant)
Reason for leaving	Notice period
Brief description of duties	

Previous employment

(Please give details of all previous employments starting with the most recent first)

School/organisation name and address	Dates		Brief description of responsibilities	Reason for leaving
	From	To		

Breaks in employment

(Please provide details of any breaks in employment, including dates where possible)

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Education/qualification history

(If you are invited to interview, you will be asked to provide original copies of your qualifications)

Name of schools, colleges or universities attended	Dates		Qualifications achieved	Grades
	From	To		

Training and professional development

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained

Additional information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

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Supporting statement

Please provide details of why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Only information contained in this application form will be considered when shortlisting for interview.

Tell us about how your skills, knowledge, experience and qualifications make you a suitable candidate for this role. Please provide details of any specialist training experience/skills you possess that may be relevant to the role. You can draw on experiences from paid or voluntary work, study or in your personal life.

References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee. Please do not include friends or relatives. Poole High School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

References will be taken up prior to interview for all applicants. Satisfactory references will be needed before an offer of employment can be made.

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box:

Reference 1 (current or most recent employer):		Reference 2:	
Name		Name	
Job title		Job title	
Address		Address	
Tel no.		Tel no.	
Email		Email	
Relationship to you and length of time known:		Relationship to you and length of time known:	

Relationship to Poole High School

Please list below any personal relationships that exist between you and any of the following members of the Poole High School community:

- Governors
- Staff
- Pupils

If you have a relationship with governor of employee, this does not necessarily prevent them from acting as a referee for you

Name	Relationship	Role at school

Disability and Accessibility

Poole High School has committed to ensuring that applicant with disabilities or impairment receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

Equal opportunities and diversity questionnaire

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

Gender

Male Female Other Prefer not to say

Disability

Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as a 'physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities'

Yes No Prefer not to say

If yes, please provide details:

Which of the following best describes your ethnic origin?

White

- British
 Irish
 Any other white background

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Black or Black British

- Caribbean
 African
 Any other Black background

Gypsy/Romany

- Gypsy/Romany

Any other ethnic background

- Any other ethnic background

If selected any 'other background' please state

Nationality:

Which of the following best describes your religion/beliefs?

- Christian
 Jewish
 Sikh
 None/no religion
 Buddhism
 Other
 Hindu
 Muslim
 Prefer not to say

Which of the following best describes your sexual orientation?

- Heterosexual/straight
 Other
 Gay/lesbian
 Prefer not to say
 Bisexual

Date of Birth (e.g. dd/mm/yyyy):