



APPLICATION FORM FOR SERVICE & SUPPORT POSTS

[The text on this form should not be edited and if so, the application becomes invalid]

Employment Application Form for the position of _____

How did you find out about this vacancy? _____

<p>Full Name and Title</p> <p>Please underline the names by which you like to be known.</p>	
<p>Former Surnames</p> <p>e.g. maiden name or where any previous change of name.</p>	
<p>Current Address</p>	
<p>Previous Address</p> <p>If resident at current address for less than five years, please provide any previous addresses during this period.</p>	
<p>Email</p>	
<p>Telephone – daytime Telephone – evening Telephone – mobile</p>	
<p>Date of birth</p>	

Religion	
National Insurance number	
Since the age of 18 have you lived or worked overseas for a continuous period of 3 months or more?	YES/NO Please give details:
Current position (In post from month/year)	
Current employer	
Current salary	
Other benefits	
Notice period in current contract of employment	
Educational Background (Give details of secondary and subsequent education and include dates from/to; school/college attended and qualifications/results obtained)	
Employment history Please provide a full history in chronological order (with start and end	

<p>dates) of all training/further education, employment, self-employment and any periods of unemployment since leaving school. Provide where appropriate explanations for any breaks in periods of employment and reasons for leaving employment. Please indicate if any previous employment involved working with children or vulnerable adults.</p> <p>For each period of employment please provide:</p> <ul style="list-style-type: none"> ➤ Name of employer; ➤ Job title; ➤ Duties; ➤ Dates employed from & to; ➤ Reason for leaving. <p><i>(Use additional sheet if required)</i></p>	
<p>Do you have entitlement to work in the UK?</p>	
<p>Other activities and interests</p> <p>Please give brief details of</p>	

<p>any interests and hobbies you have outside of work.</p>	
<p>Statement in support of application Please provide any other information which may be relevant to your application for this post including why the job interests you. <i>(use additional sheet if required)</i></p>	
<p>Existing contacts within Worth School</p> <p>Please indicate if you know any existing employees or governors or members of the monastic community, and if so how you know them.</p>	
<p>Health</p> <p>Please indicate any help we can give to enable you to attend or participate in any interview.</p> <p>If you are successful in the selection process, an offer of employment will be made to you which will be conditional upon the satisfactory completion of the School's medical assessment process in order to confirm the appropriate level of physical and mental fitness relevant to the position.</p>	

Referees

Please provide name, address and contact details (including email and telephone numbers) of two employer referees, one of which should be your current or most recent employer.

When may we contact them?

Please be aware that under the National Minimum Boarding Standards Regulations we are required to contact any previous employer where you have worked with children or vulnerable adults to establish the reason the employment ended.

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Please use this page for any additional information.

Data Protection Act 1998

Worth School will use the information given for the purposes of recruitment and selection. If you become an employee of the School the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become employed, the information will be destroyed after a period of six months.

Please note:

Worth School is committed to safeguarding and promoting the welfare of its pupils. It is our policy to carry out Disclosure and Barring Service (DBS) checks at an enhanced level on all potential members of staff. Employment will be subject to the satisfactory return of the DBS check and two references.

Personal Declarations – please read carefully and complete this section

Because of the nature of the work for which I am applying is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. I understand that I am not entitled to withhold information about convictions, which for other purposes are as 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School. I understand that any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. I have not been banned or disqualified from working with children, am not named on DfES Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the Teaching Agency) and either:

***PLEASE DELETE AS APPROPRIATE either (a) or (b) below:**

(a) I have no convictions, cautions, bind-overs, reprimands or warnings *

OR

(b) I have attached details of any convictions, cautions, bind-overs, reprimands or warnings in a sealed envelope marked confidential. *

Please note that the provision of false information is an offence and could result in the application being rejected or summary dismissal if an applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

I declare that the information I have given above is true and accept that if I have given false information it may result in my application being no longer considered or my appointment not being confirmed or my being dismissed. I agree that if I am offered the appointment it will be subject to the School making checks about me against Police Records of criminal convictions and I hereby agree to such checks being carried out and to present the Human Resources Department with the original Disclosure and Barring certificate prior to commencement of employment.

Signed: _____ **Date:** _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend interview.

Please return this application form with a covering letter to:

The Human Resources Manager, Worth School, Paddockhurst Road, Turners Hill, West Sussex, RH10 4SD.



Policy on the recruitment of ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for working in the School, Worth School complies with the DBS code of practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of conviction or other information revealed.

Worth School is committed to the fair treatment of its staff or potential staff regardless of religion, age, disability, sex, gender reassignment, pregnancy and maternity, race (which includes colour, nationality and ethnic origin), sexual orientation or because someone is married or in a civil partnership or trade union membership, responsibilities for dependents or offending background.

We have a written policy on the recruitment of ex-offenders which is made available to all applicants. We also provide the DBS code of practice on request.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Our risk assessment has indicated that all staff working in the School should have a disclosure as all posts have contact with the pupils which may be unsupervised contact. At interview, all applicants are informed that a Disclosure will be requested in the event of the applicant being offered the position.

At interview, we encourage applicants to tell us the details of any criminal record and ensure that an open and measured discussion takes place on the subject of offences and other relevant matters. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment. We guarantee that any information is only seen by those who need to do so as part of the recruitment process.

We ensure that all those at the school who are involved in the recruitment process have a suitable understanding of the relevance and circumstances of offences. We also ensure that they receive appropriate guidance in the relevant legislation relating to the employment of ex-offenders.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.