|  |  |
| --- | --- |
| 3 Col Visual Logo | George Road, Kingston upon Thames, Surrey KT2 7PBSchool: 020 8942 2247 Bursar: 020 8949 2908Email: reception@rokeby.org.uk bursar@rokeby.org.uk Website: www.rokebyschool.co.uk |

**APPLICATION FOR SUPPORT STAFF POST**

**AT ROKEBY SCHOOL**

Please send the completed form to **vacancies@rokeby.org.uk**

**The closing date for this position is:**

|  |
| --- |
| Post applied for:  |
| Where did you see this advertisement: |

|  |  |
| --- | --- |
| Surname: | First Name(s):  |
| Preferred Title: | Former Surname: |
| Address: | Home Number: |
|  | Work Number: |
|  | Mobile Number: |
|  | Email Address: |
| Postcode: |  |
| Current salary: |
| National Insurance Number: |
| Do you have the legal right to work in the UK? ………..Do you hold a BRITISH PASSPORT? ………..If you do not hold a British Passport, please complete the following 3 questions: 1. Do you have an EU or Non EU Passport? ………..
2. What country does your passport come from? .……….
3. Do you hold a permanent residency order, indefinite leave to remain in the UK,

 settled or pre settled status in the UK? Please state which of these.  ………………..………………………...  |
| If YES, are there any conditions attached? Please specify: |
| ***If appropriate, please send any right to work documentation with your application form.*** |
| ***Please be aware the school does not hold any TIER licences for employment.*** |
|  |

**PRESENT AND PREVIOUS EMPLOYMENT** (please continue of a separate sheet if necessary. Please give a reason for leaving and explain any gaps in your employment history.)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Position/Duties | Name & Address of Employer | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EDUCATION & QUALIFICATIONS (Relevant to this role)**

Please include higher education exam results (eg. A Levels, IB results) for teaching positions.

|  |  |  |
| --- | --- | --- |
| Dates of attendance | School/College/University  | Qualification/Degree |
|  |  |  |

**PLEASE LIST ANY PERSONAL QUALITIES/EXPERIENCE RELEVANT TO YOUR SUITABILITY FOR THE POST AND HOW YOU MEET THE JOB SPECIFICATION.** *Please include your hobbies and interests.*

|  |
| --- |
|  |

**You may attach a Curriculum Vitae in support of your application, but you must still complete all of this form.**

**REFEREES**

Please provide details of at least two referees, neither should be a relative or someone known to you solely as a friend. One should be your present or most recent employer.

*Please ensure you have contacted the referee so they are aware that you have applied for a job with us and that we may be requesting a reference.*

|  |
| --- |
| **Referee 1**Name: …………………………………………… Job Title:…………………………………..Address:…………………………………….. Tel No: ……………………………………  …………………………………….. Email:……………………………………..  ……………………………………..   .……………………………………..  |

|  |
| --- |
| **Referee 2**Name: ………………………………………… Job Title:…………………………………..Address:…………………………………….. Tel No: ……………………………………  …………………………………….. Email:……………………………………..  ……………………………………..   .……………………………………..  |

|  |
| --- |
| It is the post-holder’s responsibility to promote and safeguard the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and to adhere to and ensure compliance with the school’s **Safeguarding Policy** at all times. A copy of this can be found on our website at www.rokebyschool.co.uk. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare or children in the school he/she must report any concerns to the school’s child protection officer or to the Headmaster. |

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Short-listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Likewise, online checks will be undertaken in respect of short-listed candidates prior to interview.

Under the Rehabilitation of Offenders Act 1974 and the subsequent Exceptions Orders, all positions within the School are exempt. Further information on these points and our other general recruitment practices are in our Recruitment of Staff Policy on our website.

By signing the application form you consent to us contacting referees before interview unless you explicitly advise us otherwise.

I declare that all the information given in this form and any accompanying documents is true and correct. I understand that any omission or false statement on this form may justify my summary dismissal should I be appointed. The information on this form may be processed in accordance with our obligations under GDPR.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_