

**APPLICATION FORM**

**ASSOCIATE STAFF**

**Position applied for:**Click here to enter text.

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| **PERSONAL DETAILS** | |
| Legal Surname: Click here to enter text. | First and middle names:Click here to enter text. |
| Preferred Surname:Click here to enter text. | Preferred First name: Click here to enter text. |
| Previous surname(s):Click here to enter text. | Title:Click here to enter text. |
| Present address:Click here to enter text. | Home telephone:Click here to enter text. |
| Click here to enter text. | Daytime telephone:Click here to enter text. |
| Click here to enter text. | Mobile telephone:Click here to enter text. |
| Click here to enter text. | National Insurance number:Click here to enter text. |
| Postcode: Click here to enter text. | Existing DBS certificate number:Click here to enter text. |
| Email:Click here to enter text. | Existing DBS certificate date of issue:Click here to enter text. |

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| **WORK ELIGIBILITY:**  *Please note you will be required to provide proof of your eligibility to work in the UK at interview* | | | | |
| Do you require a work permit allowing you to work for 37.5 hours per week? | | | | Yes ☐ No ☐ |
| If you already have a work permit, when does it expire? mm/yyyy Click here to enter text. | | | | |
| **HIGHER / UNIVERSITY EDUCATION:** | | | | |
| University or Institute of Education | From  mm/yyyy | To  mm/yyyy | Details of qualifications obtained  (including grade/level attained) | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| **SECONDARY EDUCATION:** | | | | |
| Name of school / college | From  mm/yyyy | To  mm/yyyy | Details of qualifications obtained  (including grade/level attained) | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | |

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| **PRESENT OR LAST APPOINTMENT:** | | | | | |  |  | | |
| Name of Company / Organisation:Click here to enter text.  lick here to enter text. | | | | Type of school: | | Age range and gender: | | | |
| Date appointed from….. to …………(dd/mm/yyyy):Click here to enter text. | | | | Position held: | | Contract (F/T or P/T): | | | |
| Present Salary: £Click here to enter text. | | | | Grade/Scale Point: | | Allowance(s): £Click here to enter text. | | | |
| Reason for leaving: | | | | Notice period: | | | | | |
| **Please give a brief account of the key aspects, main duties, responsibilities and achievements within your role (maximum word count of 100 words)** | | | | | | | | | |
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| **OTHER FULL TIME EMPLOYMENT** **AND BREAKS IN EMPLOYMENT:**  *Please continue on a separate sheet if necessary* | | | | | | | | |  |
| From  mm/yyyy | To  mm/yyyy | Job Title | Employer | | Responsibilities/  achievements | | | Reason for leaving | Salary (inc. grade and scale point);  Job Type (F/T or P/T) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  | | Click here to enter text. | | | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | | | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | | | Click here to enter text. |  |

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| **OTHER INTERESTS AND ACTIVITIES:**  *Details of other unpaid experience in chronological order (eg voluntary work etc.) which you wish to be taken into consideration.*  *If you have had any breaks in employment, please give details in this section.* |
| Click here to enter text. |

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| **CURRENT MEMBERSHIP OF RELEVANT PROFESSIONAL ASSOCIATIONS:** |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

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| **RECENT CPD RELEVANT TO THIS APPLICATION** (*Please continue on a separate sheet if necessary)*: | |
| Course | Date attended |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

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| **SUPPORTING STATEMENT:**  *Please explain how your ability, skills and knowledge match those required for the post. Give examples where you can in support of your application. You should cover the points listed in the person specification and include any additional information eg languages spoken.* ***This section should be no longer than 1 page of A4 (maximum word count of 500 words)*** |
| Click here to enter text. |

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| **REFEREES**  *Please give the names and addresses of two people willing to confirm your suitability for the post. If you are currently or have been in employment in a school, one of these should be the head teacher. If you are in, or have recently completed, full-time education, one should be from your school, college or university. Please do not give family members or close friends as referees.* | |
| 1st referee | 2nd referee |
| Name:Click here to enter text. | Name:Click here to enter text. |
| Name of organisation:Click here to enter text. | Name of organisation:Click here to enter text. |
| Job Title:Click here to enter text. | Job Title:Click here to enter text. |
| Address:Click here to enter text. | Address:Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Postcode: Click here to enter text. | Postcode: Click here to enter text. |
| Telephone number:Click here to enter text. | Telephone number:Click here to enter text. |
| Email:Click here to enter text. | Email:Click here to enter text. |
| Please indicate at which stage you wish requests for references to be made:  Immediately ☐ If invited for interview ☐ If selected for appointment ☐ | |

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| **Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and individuals who work with children to share this commitment.** |
| **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not ‘protected’ as defined by the Ministry of Justice?   Yes  No  Disclosure of non-protected convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered. |
| Have you ever been barred or restricted from working with children?  Yes ☐ No ☐ |
| Are you subject to any legal restrictions in respect of your employment in the UK?  Yes ☐ No ☐ |
| Have you been subject to any disciplinary in your current or previous employment or had any allegations made against you?  Yes ☐ No ☐  **If Yes to any of the above questions, the HR Manager will contact you for details.** |
| Have you lived outside the UK for more than three months in the past five years?  Yes ☐ No ☐  If Yes , please give details: Click |
| Are you related to or have a close personal relationship with any student, employee or governor?  Yes ☐ No ☐  If Yes, please give details: Click |
| **RECRUITMENT MONITORING FORM** |
| All applicants are also required to complete the Recruitment Monitoring Form and return it with their application. |

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| **DECLARATION** |
| I understand that canvassing a member of the governing body directly or indirectly will disqualify me.  I hereby declare that, to the best of my knowledge, the information contained in this form is true and complete.  I understand that false or misleading information on this form will disqualify me from appointment and, if appointed, may result in disciplinary action which could lead to my dismissal.  I understand that I will be required to undergo an enhanced Disclosure and Barring service check if appointed to the post.  I understand that the school requires a reference from my present or last employer before an appointment can be made. I understand that additional references from former employers and educational institutions may also be requested at the school’s discretion and I hereby give my permission for such checks to be carried out.  I acknowledge that the school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with current data protection legislation. Furthermore, the information provided on this application form may be shared with the local authority and externally with other bodies administering public funds for the prevention and detection of fraud. |
| Signed: Click here to enter text. Date:Click here to enter text. |

**Thank you for completing this application. Please return to:**

The HR Manager

Uxbridge High School

The Greenway

Uxbridge UB8 2PR

Tel: 01895 234060 Fax: 01895 256738 Email: [recruitment@uhs.org.uk](mailto:recruitment@uhs.org.uk)