

Support Staff

Application Form

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| **1. Applicant Details** | | |
| Title: | Forename/s: | Surname: |
| Preferred name: |  | |
| Previous Names  *(if applicable)* |  | |
| Position for which you are applying: |  | |

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| **2. Personal Details** | |
| Contact address including postcode | National Insurance Number: |
| Are you currently eligible for employment in the UK?  Yes or No *(delete as appropriate)*  Please provide relevant details: |
| Telephone Numbers:  Home:  Mobile:  Work:  May we contact you at work Yes or No  Email: | Do you hold a current driving licence?  Yes or No *(delete as appropriate)* |
| Have you previously applied for a position at the school? Yes or No *(delete as appropriate)*  If you have answered ‘Yes’ please provide details: | |
| Do you know anyone who is currently employed by the school or is a member of the school’s council?  Yes or No *(delete as appropriate)*  If ‘Yes’ please provide their name/s and your relationship to them: | |

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| **3. Current/Most recent employment** | | |
| Current/Most recent employer: | Current/Most recent job title: | |
| Current salary / salary on leaving | Date started: | Date ended (if applicable) |
| Details of additional employee benefits received | | |
| Brief description of your responsibilities | | |
| Reason for seeking other employment | | |
| Please state when you would be able to take up this position if offered: | | |

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| **4. Employment History Continued**  Please give details of *all* periods of employment since leaving full-time education, starting with the most recent, including any gaps. | | | |
| Job Title, Employers Name and Location | Principal responsibilities | Dates from/to | Reason for leaving |
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| **5. Educational and professional qualifications**  Please provide details of your Professional qualifications directly applicable to the position. Please list your most recent qualification obtained first. Include Secondary Schools attended. | | | | |
| Dates From/To | Professional Body/University/College/School | Subjects studied | Qualifications | Grades |
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| **6. Technical or professional development**  Please give details of the main elements of technical or professional training that you have undertaken, starting with the most recent. | | | |
| Dates From/To | Provider | Subject/Area of development | Qualification (if appropriate) |
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| **7. Interests/Other work/Activities (Paid or Voluntary)**  Please give details of any other work or activities in which you have been involved (in the context of the position that you have applied for or outside work). |
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| **8. Supporting Statement**  Please answer the following questions as fully as you can: |
| 1. Why are you applying for this position and how do your skills, knowledge, background and training contribute to the strength of your application? (Include membership of any applicable associations/professional bodies and IT skills.) If you are interested in contributing, what other contribution(s) would you like to be able to make to the life of UCS? 2. Do you wish us to consider any further information in assessing the strength of your application?   Please continue on a separate sheet if necessary |
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| **9. References**  Please give details of at least two people we may contact for references. One of these must be your current or most recent employer. Where your current/ most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. The School intends to take up references from all shortlisted candidates before interview. | |
| Referee 1 | Referee 2 |
| Name:  Position:  Organisation:  Email:  Telephone No:  Address including postcode:  May we contact prior to interview?  Yes or No  *(delete as appropriate)* | Name:  Position:  Organisation:  Email:  Telephone No:  Address including postcode:  May we contact prior to interview?  Yes or No  *(delete as appropriate)* |
| Please state the name by which you are known to your referees if different from that in Section 1: | |

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| **10. Equality** | |
| The School’s policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period. | |
| **11. Safeguarding** | |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **12. Vacancy Information** | |
| Where did you hear about this vacancy? | TES / The Guardian / Indeed / Linkedin / Other…………………………………………..(please specify) |

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| **13. Declaration** | |
| This application will be treated confidentially. The school’s procedures comply with the Data Protection Act 2018 (GDPR). If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file.  **I declare that the details I have provided in this application are, to the best of my knowledge, true and complete. I understand that any offer of employment is conditional on this declaration and if my application is untrue or inaccurate then the School shall be entitled to withdraw any offer of employment or terminate (with or without notice) any contract of employment.** | |
| Signed: |  |
| Full Name: |  |
| Date: |  |
| **14. Submitting your application** | |
| Please e-mail the completed Application Form together with a CV and letter to [recruitment@ucs.org.uk](mailto:recruitment@ucs.org.uk) | |
| Should you require any assistance, please contact the HR Department on 020 7433 2179 or email  [recruitment@ucs.org.uk](mailto:recruitment@ucs.org.uk) | |