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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **OVERTON GRANGE SCHOOL**  Stanley Road, Sutton, Surrey, SM2 6TQ  Tel 020 8239 2383 Fax No 020 8239 2382  Email: office@overtongrange.sutton.sch.uk  **SUPPORT STAFF APPLICATION FORM** | | | | | | | | | | |
| **Application for the Position of :** | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | |
| Surname | | | | | | | | Forename(s) | | | | | |
| Previous Surnames | | | | | | | | | | Mr/Mrs/Miss/Ms/Dr | | | |
| Present Address  POST CODE : | | | | | | | Home Tel Nbr | | | | | | |
| Day Tel Nbr | | | | | | |
| Mobile Nbr | | | | | | |
| Email Address | | | | | | |
| National Insurance Nbr | | | | | | |
| For non-EU nationals:  Do you hold a valid Work Permit? YES/NO | | | | | | |
| **EDUCATION AND TRAINING** | | | | | | | | | | | | | |
| Secondary School/ College / Higher Education | | From | | | | | Examinations taken or to be taken. Subjects | | | | | Grades Attained | Year taken/to be taken |
|  | | To | | |
|  | |  | |  | | |  | | | | |  |  |
| **DETAILS OF ANY OTHER SPECIALISED TRAINING, KNOWLEDGE OR EXPERIENCE** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **PRESENT OR LAST APPOINTMENT – please indicate which by ticking relevant box** | | | | | | | | | | | | | |
| PRESENT | | | | | | PAST | | | | | | | |
| Name of Company/Organisation | | | | | | Position Held | | | | | | | |
| Date Appointed | | | | | | Present/Last Salary £ | | | | | | | |
| Reason(s) for Leaving (if applicable) | | | | | | | | | | | | | |
| **PREVIOUS APPOINTMENTS**  Please list in chronological order, most recent first (continue on a separate sheet if necessary). If you have any breaks in employment give details of these periods and your activities during these times eg unemployment, raising family, training, long periods of sickness etc. | | | | | | | | | | | | | |
| Name of /Employer |  | | | | From | | | | To | | Reason(s) for Leaving | | |
|  |  | | | |  | | | |  | |  | | |
| **OTHER INTERESTS & ACTIVITIES – please continue on separate sheet if necessary** | | | | | | | | | | | | | |
| Details of all other employment and unpaid experience, in chronological order (for example family duties, voluntary work, etc) which you consider relevant to this post: | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STATEMENT OF SUITABILITY :**  Applicants for the post shouldwrite a statement of suitability. Please explain how your ability, skills and knowledge match those required for the post. Give examples where you can in support of your application. ***Continue on a separate sheet if necessary.*** | | | | |
| **REFEREES** :  Please give the names and addresses of two people willing to confirm your suitability for the post. If you have been in employment, one should be your present or most recent employer. 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. (Please note that references will be taken up **before interview )**. **Please print clearly**. | | | | |
| Name (Mr/Mrs/Ms/Dr) | | Name (Mr/Mrs/Ms/Dr) | | |
| Name of Organisation | | Name of Organisation | | |
| Post Held : | | Post Held : | | |
| Address  Post Code | | Address  Post Code | | |
| Tel No : | | Tel No : | | |
| Fax No : | | Fax No : | | |
| Email : | | Email : | | |
| **Overton Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and individuals that work with our young people to share this commitment** | | | | |
| **PROTECTION OF CHILDREN**  The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Amendments) Order 1986. You are therefore required to declare any convictions or cautions you have even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The School is also entitled, under arrangements introduced for the protection of children, to run an enhanced DBS disclosure check for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.  The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.  Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.  Have you ever been convicted of a criminal offence?  Please answer YES or NO in the box  If YES, you are required to give details - Criminal Convictions or Cautions :  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. | | | | |
| Date | Offence | | | Sentence |
|  |  | | |  |
| **GENERAL INFORMATION**  When would you be free to commence duty?  Do you wish to job share? | | | | |
| **DISCLOSURE OF RELATIONSHIP**  Are you related by marriage, blood or as a co-habitee to any member of School staff or the Governing Body? | | | | |
| **MONITORING INFORMATION FORM**  All applicants are requested to complete the Monitoring Information Form and Applicants Declaration and return them with their application. | | | | |
| **Please state where you saw the advertisement for the post :** | | | | |
| I declare that the information given on this form is correct to the best of my knowledge and belief.  I understand that any false statements on this form will justify dismissal from the School’s service. | | | | |
| Signature | | | Date | |

|  |  |
| --- | --- |
| **OVERTON GRANGE SCHOOL** | **MONITORING INFORMATION** **FORM** |

|  |  |
| --- | --- |
|  | |
| Post Applied for : | |
| Surname | Forename |
| Gender : Male / Female (delete as necessary) | |

**EQUAL OPPORTUNITIES POLICY**

Overton Grange School is committed to ensuring an education, which provides equality of opportunity and freedom from discrimination. We seek to ensure that no student, member of staff or visitor to the school shall receive less favourable treatment on the grounds of ethnicity, race, gender, special educational needs, sexual orientation, belief, social class (linguistic, cultural and economic background), age or appearance. The School is also committed to ensuring equal access to employment and details from this form will allow us to identify any groups that are under-represented. The information you provide will only be used for this purpose.

**ETHNICITY**

Please indicate your ethnic origin from the list below.

|  |  |  |
| --- | --- | --- |
|  | | Please tick |
| **WHITE** | |  |
|  | British |  |
|  | Irish |  |
|  | Any other White background |  |
| **MIXED** | |  |
|  | White & Black Caribbean |  |
|  | White & Black African |  |
|  | White & 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 |  |
| **CHINESE** | Chinese |  |
| **ANY OTHER ETHNIC BACKGROUND** | |  |
| **I do not wish an ethnic background category to be recorded** | |  |

**DISABILITY (see guidance notes overleaf)**

Do you have a disability? YES 🗆 NO 🗆

If yes, using the guidance notes please detail any conditions you think relevant.

If you are asked to attend for interview, are there any access arrangements, adjustments or adaptations you would like us to provide?

What access arrangements, adjustments or adaptations would help you to do this job?

**GUIDANCE TO JOB APPLICANTS ON DISABILITY**

Do you think that you have a physical, sensory or mental impairment or condition, which seriously affects your day to day Life and is long-term (ie lasting, or okely to last, one year or longer)?

* This may be something for which you are taking medication, or
* It could be a previous long-term conditions, from which you have now full recovered.

**Here are some examples to help you decide if you have a long-term impairment or condition, which seriously affects your day-to-day life.**

* **Hearing or visual impairment**

Not including general short or long-sightedness

* **Co-ordination, dexterity or mobility**

eg : polio, spinal cord injury, back problems, repetitive strain injury

* **Mental Health**

eg : depression, sever phobias, schizophrenia

* **Speech impairment**

eg : stammering

* **Learning disabilities**

eg : dyslexia

* **Other physical or medical conditions**

Eg : arthritis, asthma, cardiovascular conditions, cancer, diabetes, dyslexia, epilepsy, facial disfigurement, heart disease, haemophilia, HIV

**Why do we need to know about this?**

We have made a commitment in our equality and diversity policy to respect every individual employee, which means treating them with dignity. We cannot check how successful we are in meeting this commitment without access to specific information about our employees.

**Why is it important for me to declare this?**

We want to ensure that all our employees are able to work in an environment where they feel comfortable and free from any potential prejudice or stigmatisation.

**What do I do now?**

We would like you to voluntarily self-declare if you consider yourself to have, or have had, an impairment or condition.

**Where will this information be held?**

This information will be entered onto your personal record and the information will have restricted confidential access to designated staff.

**APPLICANTS DECLARATION**

**I certify that:**

* I have answered all questions on the application form fully and accurately, and I possess the qualifications I claim to hold.
* I am not on List 99 or disqualified from working with children.
* I am not subject to sanctions imposed by the General Teaching Council (or equivalent Body).
* I am not currently suspended from work or awaiting the outcome of a disciplinary enquiry.
* I am legally entitled to work in the UK.

**I understand that:**

* My information will be stored electronically and in paper format in line with the Data Protection Act 1998.
* Any false statements on the application form will justify dismissal from Overton Grange School. I hereby give my permission for an enhanced Criminal Records Bureau check to be carried out.

**SOCIAL MEDIA ONLINE CHECK**

Please note that as part of our recruitment process we may choose to carry out online searches of social media platforms as part of our due diligence when shortlisting candidates.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We thank all candidates for their interest in Overton Grange School and regret that only shortlisted applicants will be notified due to the high volume of response to vacancies.