



Operational staff application form

Confidential application form for employment as a member of the operational staff

If you require, for the reason of a disability, for this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format please contact the HR Department at recruitment@brentwood.essex.sch.uk. This will in no way be detrimental to your application.

1 | Application

Position applied for:

Available to take up employment (date):

2 | Personal details

Full name:

Former surnames:

e.g. maiden name or
where any previous
change of name(s)

Title: Mr / Mrs / Miss / Ms / Other (please indicate)

Current address:

Contact details:

Private telephone

Work telephone

Mobile

Email address

National Insurance no. :

3 | Schools attended (11-18 years)

School name/address	Dates	
	From	To

4 | Examination Results

Subject	Year of exam	Grade

5 | Higher education and occupational qualifications

University/college	Dates		Type of course	Subjects	Qualification or degree class
	From	To			

6 | Previous positions of employment

Employer	Dates		Duties & Salary	Reason for Leaving
	From	To		

Please continue on a separate sheet if boxes 6 and 7 are not sufficient to record all your previous employment. In addition, please provide where appropriate, explanations for any gaps in employment, self-employment or further education/training.

7 | Current position

Current employer:

Job title:

Date of appointment:

Salary:

Summary of duties:

8 | Curriculum Vitae and Personal statement

On a separate sheet, please supply a CV including a full history in chronological order (with start and end dates) of all training, INSET, education, employment, self-employment and any periods of unemployment since leaving full-time education. Provide explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. You should also give reasons why you left each appointment and the salary you were paid at the time of leaving. Please attach this sheet to the application form.

Please attach a separate letter setting out the reasons why you wish to work at Brentwood School and why you think you are suitable for the post being advertised.

Please include the extra-curricular activities that would most interest you.

9 | Work permits

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes ☐

No ☐

If you are successful in your application would you require a work permit to work in the UK?

Yes ☐

No ☐

10 | General

Interests/hobbies (give details of pastimes, sports, membership of professional organisations, etc.)

If given this position will you work in any other capacity? Yes ☐ No ☐

If yes, please give details:

11 | References

Please give the names of two people who can comment on your suitability for this post. One should be your current employer or, if unemployed, your last employer. The other should be your most recent previous employer. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

Please note referees will be asked about any disciplinary offences relating to children and/or any child concerns that you have been subject to.

Name:

Address:

School Company/Name:

Email address:

Telephone number:

Relationship:

Contact prior to interview: Yes ☐ No ☐

Name:

Address:

School Company/Name:

Email address:

Telephone number:

Relationship:

Contact prior to interview: Yes ☐ No ☐

12 | Disclosure & Barring Service Checks, Children's Barred List & Criminal Record

Please be aware the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Recruitment, Selection and Disclosures Policy.

In accordance with Keeping Children Safe in Education (KCSIE), if you are successful in being shortlisted for this role, we are required to carry out an online search on shortlisted candidates as part of the process of assessing suitability. You will be required to provide information about your suitability to work with children by completing a Safer Recruitment Self Declaration form. In this form you will also be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

13 | Recruitment Policy and Use of Information

It is the School's policy to employ the best qualified 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 appointments are subject to a probationary period.

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.

A copy of the School's Recruitment, Selection and Disclosures Policy (which includes the School's policy on the Recruitment of Ex-offenders'), and Child Protection Policy is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

14 | Applicant's declaration

I confirm that the information provided on this form and any supplementary information provided is true and complete, to the best of my knowledge. I understand that providing false or misleading information could result in my application being rejected or (if false misleading information comes to light after my appointment), summary dismissal and may amount to a criminal offence.

Signature:

Print Name:

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at section 15.