



Copthill School

APPLICATION FORM – SUPPORT STAFF POST

Personal Details			
Post Applied For:			
Surname:			
Forename:			
Title:		If other please specify:	
Date of Birth:			
Address:			
Post Code:			
Telephone (Home):			
Telephone (Mobile):			
e-mail address:			
Previous Experience – Current or most recent post			
Employer's Name:			
Address:			
Post Code:			
Phone Number:			
Your Post Title:			
Date Appointed:			
Salary:		Salary Point:	
Notice required (if still employed):		Leaving Date (if unemployed):	
Reason Leaving:			
Brief description of duties:			

Previous Employment

Please include ALL employment since leaving secondary education. Please give an explanation of any periods when you were not in employment, education or training. A continuation sheet may be used.

Employer Name	Position held/ brief description of main duties <i>(or Reason for gap in employment)</i>	Date From	Date To	Reason for Leaving

Other Relevant Experience

Please give details of any other relevant experience:

Education

Please provide details of your education and training with the most recent first. A continuation sheet may be used.

Subject(s) Studied/Studying	Level, eg, Degree, GCSE, A Level, BTEC	Grade Attained	Date

CPD and Training

Please give details of recent (within the last 3 years) professional training relevant to the role.

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Personal Statement – why do you feel you are particularly suited to this role?

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

Problem Solving Skills – please tell us about an example when you have had to use problems solving skills in a role and the impact of your actions?

Additional Information

Disciplinary or Capability Proceedings

Do you have any current formal disciplinary or capability proceedings with your current employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the details including dates and outcome:		

Medical Fitness

Do you have any reasons, on grounds of mental or physical health, why you should not be able to discharge the responsibilities required by this post?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the details:		

Safeguarding

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and applicants are therefore required to provide information about any convictions, cautions and bind-overs including those regarded as "spent". Providing false information is an offence and in the event of employment, failure to disclose any convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to the application for this post and in accordance with the General Data Protection Regulations.

If you are selected for interview you will be sent a separate declaration form which will need to be completed before the interview.

The successful candidate will be required to provide identification to support an enhanced disclosure and barring services, Children's Barred List and other relevant checks prior to commencing employment.

Declaration

I declare that, to the best of my knowledge and belief, the information given on **ALL** parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

Signed:		Date:	
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Data Protection - The personal information collected on this form will be processed on computer and paper based. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside of the Trust without first seeking your permission. If you are not successful your application will be securely shredded after 6 months from the date of appointment of the post.

References

Please provide the details of two referees. One of these must be your present or most recent employer. The second should preferably be a previous employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. **Please provide an e-mail address for all referees where possible.** References will be requested for all shortlisted candidates prior to interview.

Referee 1			
Referee Name:			
Title:		If other please specify	
Job Title:			
Contact Address:			
Post Code:			
Telephone:			
e-mail address:			
Please state in what capacity the referee knows you:			

Referee 2			
Referee Name:			
Title:		If other please specify	
Job Title:			
Contact Address:			
Post Code:			
Telephone:			
e-mail address:			
Please state in what capacity the referee knows you:			

In order for us to contact your referees, you must give your consent for them to release your personal information to us under the GDPR. Please sign below to confirm that you give your consent. An electronic signature is acceptable and you will be asked to sign at interview.

Signature.....

Date:.....



Please return your application with your accompanying letter to:

Mrs Paula Rayner
COPHILL INDEPENDENT DAY SCHOOL
BARNACK ROAD
UFFINGTON
STAMFORD
LINCOLNSHIRE
PE9 3AD

TEL:01780 757506

paula.rayner@copthill.com
www.copthill.com