# BUSINESS SUPPORT APPLICATION FORM

## Application Form & Recruitment Process Guidance

1. Candidates should complete the Business Support Application Form in full. If you would like to submit a CV and/or Covering Letter you may do so, but you must complete every section of the application form. CVs without an accompanying form will not be considered.

2. As part of the application process please provide a scanned copy of your driving licence/passport for identification purposes. This should be emailed to: [lnewman@rishworth-school.co.uk](mailto:lnewman@rishworth-school.co.uk) with your completed application form and any other accompanying documents.

3. Candidates should be aware that all positions at Rishworth School involve responsibility for the safeguarding of children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. Accordingly all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.

4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate, previously known as a Criminal Records Bureau (CRB).

5. We will seek references on shortlisted candidates and may approach any previous employer(s) for information to verify particular experience or qualifications if required.

6. If you are currently working with children, on either a paid or voluntary basis, your current, or most recent employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer ‘not applicable’ if your duties have not brought you into contact with children or young persons.

7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or The Children’s Safeguarding Operation Unit.

# Conditional Offer of Appointment – Pre-Appointment Checks

Any offer of employment will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received).

2. Verification of identity and qualifications.

3. A check of List 99.

4. A satisfactory DBS Certificate at the enhanced level.

5. Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as the school may require in accordance with statutory guidance.

# APPLICATION FORM

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| **Position Applied For** |  |

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| **Personal Details** | | | | | | | | | | | |
| First Name: |  | | | Middle Name(s): |  | | | | Surname: |  | |
| Previous Surname(s): |  | | | | | | | | | | |
| Address: |  | | | | | | | | | | |
| Town: |  | | | | | County: | | |  | | |
| Postcode: |  | | | | | Mobile: | | |  | | |
| Home Phone: |  | | | | | Email: | | |  | | |
| Nationality: | | | | | |  | | | | | |
| Do you have permission to work in the UK? | | | | | |  | | | | | |
| Evidence of Permission to work in the UK provided in the form of:  (Passport/visa) | | | | | |  | | | | | |
| Do you hold a full UK Driving Licence? | |  | If Yes please select Classification(s): | | | | | AM,A1,A2,A,B1,B,C1,C,D1,D,BE,C1E,CE,D1E,DE | | | |
| Are you related by marriage, blood, business, as a co-habitee in School accommodation or in any other close way to any member of the School's Governing Body or current staff? | | | | | | | | | | |  |
| If yes, please provide details: | | | | | | | | | | | |
| Please specify where you saw this post advertised? | | | | | | |  | | | | |

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| **Employment Details**  Current or most recent employment: | | | | | |
| Job Title: |  | | Employer: |  | |
| Address of Employer: |  | | | | |
| Date Employment Commenced: | |  | Date Employment Ceased (or current): | |  |
| Reason for Leaving: | |  | | | |
| Notice Period: | |  | | | |
| Current Salary: | |  | Current Benefits (fee remission, overtime etc.) | |  |
| Describe your current tasks, roles and responsibilities within your Job Description: | | | | | |
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| **Career History**  In the columns below, please give details of all full- and part-time work | | | | | | |
| From: | To: | Job title: | Name and Address of employer: | Main responsibilities: | Salary: | Reason for Leaving: |
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| **Please explain any gaps in employment history** |
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| **Education Details**  Chronological order: | | | |
| Secondary Education (GCSE / A-level or equivalent) | Dates (to – from): | | Qualification Awarded:  (Subject & Grade) |
|  |  |  |  |
| Further Qualifications: | Dates (to – from): | | Qualification Awarded:  (Subject & Grade) |
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| Membership of any professional bodies: | |  | |

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| **Supporting Information** |
| Please state why you are applying for this position, in particular please state the qualities, skills and experience you would bring to the role: (please refer to the Job Description and Person Specification) |
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| Please provide details of any interests, hobbies or activities in which you are involved: |
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| **Reference 1**  **Please provide details of two referees. The first must be your most recent employer.** | | | | |
| Full Name: |  | | Job Title: |  |
| Address: |  | | | |
| Telephone number: | |  | Email: |  |
| Relationship to you: | |  | | |
| May we contact prior to interview? | | |  | |

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| **Reference 2** | | | | |
| Full Name: |  | | Job Title: |  |
| Address: |  | | | |
| Telephone number: | |  | Email: |  |
| Relationship to you: | |  | | |
| May we contact prior to interview? | | |  | |

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| **Criminal Convictions** | | |
| Due to the nature of the work of this post and the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 you are required to give details of criminal offences for which you have been convicted. Please note only convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975 (as amended in 2013) are required to be disclosed. Guidance and criteria on protected convictions, cautions, reprimands or final warnings can be found on the Disclosure & Barring Service website. | | |
| **Have you ever been found guilty of a criminal offence?** | **Yes** | **No** |
| **Has the Secretary of State of Education ever issued you with a personal warning or caused your name to be included on the Barred List which names those who may not be employed in schools?** | **Yes** | **No** |
| If yes, please provide details on a separate sheet and enclose it with your application in an envelope marked ‘Confidential’. You should be aware that the School will institute its own checks upon successful applicants for short listing with the Department for Education and police records.  Previous convictions will not automatically bar candidates and convictions will only be considered in relation to the post for which you have applied. However, failure to declare a conviction may disqualify you from the appointment or result in summary dismissal if the discrepancy comes to light.  Rishworth is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful applicants will be required to consent to an Enhanced DBS check by the Disclosure and Barring Service (DBS). | | |

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| **Asylum and Immigration Act (1996)** |
| Under this Act it is an offence to employ a person who is not entitled to live or work in the UK. In order to comply with this, you will be asked to provide a ‘defined’ document if you are selected for appointment. |

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| **General Data Protection Regulations** |
| In line with recent GPDR changes, you are giving consent for your personal data to be stored and used in accordance with our GDPR ‘privacy statement’ that can be found at <http://www.rishworth-school.co.uk/privacy> |

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| **Medical Statement** | | | |
| Are there any reasonable adjustments which you would require if selected for interview? | | Yes | No |
| If yes, please provide details: |  | | |

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| **Declaration** | |
| I declare that the information provided in this application form is to the best of my knowledge, correct. I understand that any false information or concealment may disqualify me from being considered for the role in question, or lead to my dismissal if discovered after my engagement. | |
| Signature of Applicant: |  |
| Date: |  |

If you have any queries relating to the recruitment process for this role please do not hesitate to contact the school: 01422 822217

Please return your completed application form along with all supporting documentation to: Liz Newman, [lnewman@rishworth-school.co.uk](mailto:lnewman@rishworth-school.co.uk)

Thank you for your interest in Rishworth School.