



DARRICK WOOD SCHOOL

RESPECT | RESPONSIBILITY | HONESTY

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Telephone: 01689 850271

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Website: www.darrickwood.bromley.sch.uk

ASSOCIATE STAFF APPLICATION FORM

Application for the post of: _____

Closing Date: _____

PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms etc): _____ First Names: _____ Surname: _____

Date of Birth: _____ Age: _____

Address:

Telephone numbers: Home: _____ Work: _____ Mobile: _____

Email address: _____ National Insurance no.: _____

Work permit details, if appropriate: _____

Do you hold a current driving licence: YES / NO If so, for what type of vehicle? _____

DATA PROTECTION ACT

This information given in this form will form part of the Contract of Employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will be kept confidential and will be used for the purpose of personnel management and employment. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored on computer or other relevant filing systems.

PREVIOUS EMPLOYMENT

Please list your previous appointments with the most recent first.

Name and address of employer:	Position Held:	Salary	From	To	Reasons for leaving
	Main responsibilities:				

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	Main responsibilities:				

EDUCATION

	Dates attended		Qualifications gained (with grades and dates attained):
	From	To	
Name of Senior School attended:			
Name of College /University/ correspondence course (state if full or part-time):			

PROFESSIONAL QUALIFICATIONS

Name and type of membership of professional bodies with dates admitted:

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TRAINING

Job related training courses attended with dates:

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EXPERIENCE

This section of the application form is for you to demonstrate how you meet the requirements of the Job Description and to explain why you are applying for the job. You may attach a covering letter.

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OTHER INTERESTS AND ACTIVITIES

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ASYLUM AND IMMIGRATION ACT 1996

In accordance with this Act, the successful applicant will be required to provide original documentary evidence that they are legally entitled to live and work in the United Kingdom. Please confirm whether or not you can provide this information: **YES / NO**

DISCLOSURE OF CRIMINAL CONVICTION(S) AND CHILD PROTECTION

Due to the nature of the work you are applying for you are required to disclose any criminal convictions that you have. This is because this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Applicants for this post may therefore be asked questions about any offences they have, and are not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act.

The convictions you are required to disclose include any cautions, reprimands, bind-overs and warnings. You must tell us about all your convictions whether “spent” or not and no matter how long ago the offence took place and whatever the nature of it. Any information you give will be treated in confidence and used only to assess your suitability for work.

The Council is also able to ask the Disclosure and Barring Service (formerly Criminal Records Bureau) whether applicants for this job have a criminal record and if we are considering offering you work this will be subject to a satisfactory enhanced DBS check. We will undertake this check whether or not you have said you have a conviction. This check will give us details of any convictions, cautions, reprimands, bind-overs and warnings. Please therefore think carefully to make sure you have not forgotten anything that could possibly appear on a DBS check before you complete and return the form.

If we find out from the DBS check that you have a conviction or other record as set out above which you have not declared then we may withdraw any offer of employment, or if you have already started working for the Council this could result in disciplinary action or dismissal. You may also be liable to prosecution for criminal deception if you have obtained paid employment by withholding relevant information. In reaching a decision we will take into account whether you have been dishonest in your application as we must ensure that the honesty and integrity of our staff is beyond reproach.

Please declare any convictions or other relevant matters and confirm that you have read and understand this statement by completing and signing the section below:

I have read and understand this statement. I declare that I have the following convictions, cautions, reprimands, warnings or bind-overs and have included any offences that in other circumstances would be regarded as “spent” under the Act, please enter in box below. If you have nothing to declare, please write the word “NONE” in the box below.

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I confirm that the information given by me is correct and that I am prepared for an enhanced DBS check to be carried out. I understand that if I fail to complete this form or withhold permission for this check to be made my application is unlikely to be considered further.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Print Name:	<input type="text"/>		
Place of work, if known:	<input type="text"/>		
Authorised signature: Headteacher Satisfactory form	<input type="text"/>	Date:	<input type="text"/>

REFERENCES

Please give the names and addresses of two referees. They should have knowledge of your professional capacity and should include your present Employer. References will not be accepted from friends. **It is our normal practice to request references before interviews – please indicate if you do not wish one or both of the referees to be contacted before the interview by placing an X in the relevant box.**

Name:		Name:	
Position:		Position:	
In what capacity do you know this person?		In what capacity do you know this person?	
Address:		Address:	
Tel No.:		Tel No.:	
Fax No.:		Fax No.:	
Email:		Email:	

DECLARATION

I confirm that all the information given by me on this form and attachments is true and correct and that there are not material omissions or concealments. I understand that providing information which is untrue and/or omitting information relevant to the application will disqualify me. I understand that if it is ascertained after appointment that any information is found to be false and/or omissions or concealments have been made, I will be liable to dismissal without notice.

Signed: _____

Dated: _____

SATISFACTORY FORM

The School is committed to ensuring equal opportunities in employment. The completion of this form will greatly assist us in monitoring the effectiveness of our Equal Opportunities in Employment Policy.

The School has a statutory duty to monitor the racial diversity of those applying for employment with the organisation. Completion of this form is therefore a requirement and you should complete it and return it with your application form.

The information requested below is for statistical purposes only and will not be made available to those responsible for selection. This information is covered by the Data Protection legislation, and therefore we can only legally use the information for the purpose stated, i.e. as statistical information for monitoring purposes.

Thank you for your co-operation.

Section A – White

British: WB Irish WL
Other White Background: WO Please Specify:

Section B – Black or Black British:

Caribbean: BC African: BA
Other Black Background: BO Please Specify:

Section C – Asian or Asian British:

Indian: AL Pakistani: AP Bangladeshi: AB
Other Asian Background: AO Please Specify:

Section D – Mixed:

White and Black Caribbean: MWBC White and Black African: MWBA
White and Asian: MWA
Other Mixed Background: MO Please Specify:

Section E – Chinese or Other Ethnic Group:

Chinese: C
Any Other Ethnic Group: O Please Specify:

Do not wish to disclose: