**APPLICATION FORM – SUPPORT STAFF**

Position applied for:

Where did you see this position advertised/hear about the vacancy?

**Personal details**

|  |  |  |
| --- | --- | --- |
| Title: | First Name(s): | Surname:  |

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| --- |
| Address (including postcode):  |
| Contact number:  |
| Email address:  |

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| --- | --- |
| Are you a member of the PVG Scheme?  | [ ]  Yes [ ]  No |
| If yes, provide your membership number: |  |
|  |  |
| Are you eligible to work in the UK? | [ ]  Yes [ ]  No |
| Is your right to work time limited?  | [ ]  Yes [ ]  No |
| If yes, provide your current visa end date:  |  |

**Employment History**

Please start with your most recent employment. Describe the key duties and responsibilities of each
position insofar as they address the requirements of the role for which you are applying (CVs and cover letters will not be accepted). Please provide information on any gaps in your employment history.

**Your Current/Most Recent Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name:**  |  | **Address (with postcode):**  |  |
| **Job title:**  |  | **Salary:** |  |
| **Start date:**  |  | **End date:**  |  |
| **Notice required:**  |  | **Reason(s) for leaving:**  |  |

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| Summary of main duties and responsibilities and achievements:  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name:**  |  | **Address (with postcode):**  |  |
| **Start date:**  |  | **End date:** |  |
| **Job title:**  |  | **Reason(s) for leaving:** |  |

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| --- |
| Brief Description of Duties:  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name:**  |  | **Address (with postcode):**  |  |
| **Start date:**  |  | **End date:** |  |
| **Job title:**  |  | **Reason(s) for leaving:** |  |

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| Brief Description of Duties:  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name:**  |  | **Address (with postcode):**  |  |
| **Start date:**  |  | **End date:** |  |
| **Job title:**  |  | **Reason(s) for leaving:** |  |

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| Brief Description of Duties:  |

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| **Relevant Education and Professional Qualifications** |
| **Date Awarded** | **Qualification** | **Subject** | **Grade/Level** | **Awarding Institution** |
|  |  |  |  |  |
|  |  |  |  |  |
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| **Relevant Professional Training** |
| **Date Awarded** | **Training Course** | **Subject** | **Grade/Level** | **Awarding Institution** |
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| **References**Please provide two referees, one of which should be your current or most recent employer. Each referee should have some management or supervisory responsibility for your work or should be a professional who has direct knowledge of your skills and abilities. We cannot accept references from family members or friends. **We will only contact references for support posts following an offer of employment.** |

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| **Referee 1** | **Referee 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Job Title** |  | **Job Title** |  |
| **Email address** |  | **Email address** |  |
| **Organisation & address** |  | **Organisation & address** |  |
| **Relationship to you** |  | **Relationship to you** |  |

**Additional Questions**

|  |  |
| --- | --- |
| Are you currently employed by ESMS? | [ ]  Yes [ ]  No |
| Have you previously been employed by ESMS?  | [ ]  Yes [ ]  No |
| Are you related to, or do you have close links to, any current or previous member of ESMS staff, Governors or pupils? | [ ]  Yes [ ]  No If yes, please specify: |
|  |  |
| **Rehabilitation of Offenders Act**  |
| All staff working at ESMS have direct access to young people therefore all posts within the school are considered exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must disclose all previous and pending convictions, even if they are considered ‘spent’, or be liable to prosecution. This includes driving offences.With the exception of offences against children, a previous conviction will not automatically preclude an applicant from working at the Schools. We will make all decisions based on careful consideration of all the information available to us. Applicants who have a conviction for a criminal offence must disclose it in a letter addressed to the Principal , marked as “Private and Confidential” and enclosed with this application. This will only be seen by the Principal and the Human Resources Manager and then destroyed.The Principal and Human Resources Manager will consider the following:* whether the conviction is relevant to the post
* the length of time since the offence occurred
* whether the applicant has a pattern of convictions
* whether the applicant’s circumstances have changed since the offence was committed

An applicant is unlikely to be considered suitable for employment if they have been found guilty of a serious offence involving violence or dishonesty, any sexual offence, any offence involving Class A drugs or the supply of any other illegal drug. |
| I have read the statement about Criminal Convictions and I hereby declare that:[ ]  I have nothing to declare[ ]  I have information to declare and I attach a letter of disclosure to the Principal.  |

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| **Declaration** |
| I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.Signed: Date:  |

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| **Declaration** |
| In making this application I agree to uphold ESMS’ values and standards, and I declare that there is no information that is publicly available (including on social media) that would bring the Schools into disrepute or have the potential to damage the reputation of any of the Schools.Signed: Date:  |

**Please return your completed application to** **recruitment@esms.org.uk** **with your Equal Opportunities Monitoring form.**

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| **Privacy Notice**ESMS are committed to protecting your privacy. As part of any recruitment process, ESMS collects and processes personal data relating to job applicants. ESMS are committed to being transparent about how we collect and use that data and meet our data protection obligations. If you would like more information about how we use, store and process your information, and your rights in relation to this, please visit the ESMS jobs webpage (<https://www.esms.org.uk/about-esms/staff-vacancies>) for links to our Website Privacy Policy and our full Privacy Notice.  |