

The Old Palace, High Street, Mayfield, EAST SUSSEX, TN20 6PH

Tel: 01435 874600

SUPPORT STAFF APPLICATION FORM

Please complete and return to the Human Resources Manager, at the above address or by e-mail to: [HR@mayfieldgirls.org](mailto:HR@mayfieldgirls.org), together with a covering letter and a brief CV (if available).

Position applied for:

**PERSONAL DETAILS**

Surname: ……….…………………………..…………………………………… Mr/Mrs/Miss/Ms/Other………………………………...…..

Forename(s): ..………………………………………………………………………………………………………………………………….……...…..

Do you have the right to take up employment in the UK? [Please circle] Yes / No

If necessary, do you have the required work permit? [Please circle] N/A / Yes / No

Home Address: ………………………………………………………...….……………………………………….….....................................

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Email: …………………………..………………………………………………………………………………………………………………………………

Home Phone No: ……………………………………….……… Mobile Phone No: …………………………..…………………..………….

National Insurance No: …………………………………………… Religion: ……….………………………………………………….……….

Do you hold a current Driving Licence: [Please circle] Yes / No

Do you have a portable DBS Disclosure: [Please circle] Yes / No If Yes, pls provide certificate no: ……………..

Have you applied for a job at Mayfield School before? [Please circle] Yes / No

If yes, for what position and when:

…………..……………………...……….…………………………………………………………………….....................................................

How did you learn of this vacancy?

………………………………………………………………………………………………………………………………………………….……………………

Do you have any relatives working at Mayfield School at present, or any other personal connection with the School in a voluntary or unpaid capacity? [Please circle} Yes / No

If ‘Yes’ please provide brief details:…………………………………………………………………………………………………………….

Education and Training

Secondary Education (schools) and dates: ……………………………………………………………………………………………….…….

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Examination results: ……………………………………………………………...…………………………………......................................

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Further / Higher Education

College/University Qualification/Examinations Course/Subject Date

Passed

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Additional specialised training, including Membership of Professional Bodies

Dates Training Organisation Training Course Details

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Details of any voluntary work current or past: …………………………………….…………………………………………..……………

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Leisure interests which should be considered in support of your application. Please include any organisation where you have been involved with children or vulnerable people with dates and contact details.

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**EMPLOYMENT HISTORY** to be completed in chronological order

Current Post

Job Title: ………………………………………………………….……………………… Date Started: ………………….……………….….........

Employer: ………………………………………………………………………………..……………………………………………….………………..….

Salary: …………………………………………………………………....…….. Full or Part time: ..………………………….……...……………

Brief Job Description: ……………………………………………………………………………………………………………………….………….…

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Notice Period: ……………………………………………………..….………………………………………………………………………….………….

**PREVIOUS POSTS**

You may send in a curriculum vitae in support of your application, however please ensure that the application form is completed in full.

**Employer’s Name Job Title Dates Reason for Leaving**

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Please explain any gaps in your employment: …...……….………………………………………………………………………….……..

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Details of any Professional Training completed in the last 5 years:

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REFERENCES

* References will only be sought for short-listed candidates. It is our policy to obtain references prior to interview. If you have concerns regarding this, please let us know.
* The first reference must be your present or most recent employer.
* If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues may be raised with your former employer.
* If you are not currently working with children but have done so previously the second reference must be that employer.
* Please do not give relatives or people solely in the capacity as friends as a referee.
* Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.

REFEREE 1 REFEREE 2

Name (inc. title): …………………………………………………………………..……… Name (inc. title): …….............…………………………….……………..…………..

Full Address: …………………………………………………………………………………… Full Address: ..……………………………………………………………..…………………

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E-mail: ………………………………………………………………………………………………. E-mail: ……………………….………………………………………………………………………

Telephone: …………………………………………………………………………………….. Telephone: ….…………………………………………………………………………………

How do you know this person: How do you know this person:

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**DISABILITY**

If you require any particular arrangements to attend an interview please advise the HR Manager by telephone or email, in advance of any interview. Please note that Mayfield School complies with the Equalities Act 2010 in accordance with its Equal Opportunities Policy.

**CRIMINAL RECORDS CHECK**

This post involves working in a residential establishment for children and young adults. If appointed you will be required to undertake an Enhanced Disclosure and Barring Service application procedure.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

**HEALTH QUESTIONNAIRE**

You will be asked to complete a medical questionnaire if your application is successful.

**DOCUMENTARY EVIDENCE**

Please note that, if called for interview, you will be required to present original documentation confirming any qualifications relevant to the post.

**COMMITMENT**

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.

The School will not enter into discussion or correspondence with unsuccessful applicants about their candidacies.

**DATA PROTECTION ACT 1998**

The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compliance statistics, and for the safe-keeping of other employment records. Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually-held information. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

**DECLARATION**

I declare that the information I have given in this application for employment, including any supporting documents, is accurate and true. I understand that by providing misleading or false information will invalidate my application OR, if appointed, may result in my dismissal.

**SIGNED:** ……………………………………………….……..…………………… **DATED:** ……………………………..…………………….…….…