

CONFIDENTIAL

**ENFIELD GRAMMAR SCHOOL
SUPPORT STAFF APPLICATION FORM**

Founded 1558



An Academy Trust
Company No:
07697044

Post applied for:

Please fully complete this form using black ink or type.
A curriculum vitae is not an acceptable form of application unless stated otherwise.
Applications received after the closing date will not normally be considered.
THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

The completed application form must be returned to:
The Applications Officer, Enfield Grammar School, Market Place, Enfield EN2 6LN
Telephone: 020 8363 1095 • Fax: 020 8342 1805 • Email: applications@enfieldgrammar.org

**Enfield Grammar School is committed to safeguarding and promoting the welfare of children.
Please read our safeguarding statement at the end of the application form.**

PERSONAL DETAILS

Last Name:		First Name(s):									
Previous Last Name(s):											
Address (including post code):											
Home Telephone No.:						Daytime Telephone No.:					
E-mail address:						Mobile Telephone No.:					
National Insurance Number:											
We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful at interview, we will ask you to provide appropriate documentation, such as your passport, visa, work permit or birth certificate in accordance with the Asylum and Immigration Act 1996. Are you authorised to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>											
Are you free to remain and take up employment in the U.K. with no current immigration restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/>											
If you are successful you will be required to provide evidence of the above details prior to your appointment.											
Dates not available for interview:											

EDUCATION
Qualifications obtained from Schools/Colleges/Universities

Schools, Colleges, Universities or Institutes of Further Education Attended	Dates		Qualifications gained (including subjects and grades)
	from	to	
Continue on a separate sheet if necessary			

RELEVANT PROFESSIONAL QUALIFICATIONS

Professional Body	Qualification	Date Obtained

RELEVANT TRAINING QUALIFICATIONS

Please give details of training courses or non-qualification courses which may be relevant to the post.

Name of Course	Date	Duration of Course

SUPPORTING STATEMENT

Please use this section to explain in detail how you feel you meet the requirements of the Person Specification. Please include any experience gained through voluntary work, leisure activities or any other activities considered relevant to this post.

Continue on a separate sheet if necessary

FACILITIES AT INTERVIEW

The Equalities Act 2010 protects disabled people from unlawful discrimination. If you are a person with a disability, please advise us if you have any requirements you would like us to be aware of in case you are invited for interview.

Is there any special help you may require for interview?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please specify: e.g. would you like to be interviewed in a venue with wheelchair access or to be provided with a sign language interpreter or tape/braille version of the job description?

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REFERENCES

Please give the names and addresses of two persons willing to provide references relating to your work experience and suitability for the post applied for. One **MUST** be your present or most recent employer. For safeguarding reasons personal references are not accepted.

1.	Name:	2.	Name:
	Position (job title):		Position (job title):
	Work relationship:		Work relationship:
	Organisation:		Organisation:
	Address:		Address:
	Tel:	Fax:	Tel: Fax:
	Email:		Email:
Are you willing for your present employer to be approached prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATIONS

Interests

If you are related to any current employees, pupils or governors, please state their name and the nature of your relationship:

Rehabilitation of Offenders Act 1974

You are asked to refer to guidance notes enclosed in the application pack entitled Rehabilitation of Offenders Act 1974. Any information given will be treated confidentially and only considered in relation to the post for which you are applying.

Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country?

Yes

No

If you answer yes and you are successfully shortlisted you will be expected to provide the panel with details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected, the envelope will be returned to you unopened.

Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment.

Disclosure and Barring Service

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? Please note that if you are successful at interview, you will be required to have enhanced DBS checks prior to appointment, in accordance with government policy.

Yes

No

Data Protection Act 2018

Under the Data Protection Act 2018, Enfield Grammar School reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of special category sensitive data for the purposes of monitoring the School's equality and diversity policy.

Statement to be signed by the Applicant

The School is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

I acknowledge that the School is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes.

I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I confirm that to the best of my knowledge, the information given in this application form is true and correct. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from the School or withdrawal of an offer of employment.

I hereby give consent to such collection, storage and processing of my personal data.

If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview.

Full Name:

Signed:

Date:

Candidates selected for interview will be notified within two weeks of the closing date. It is regretted that applicants who do not hear further within the two week period, must conclude that their application has not been successful on this occasion.



Enfield Grammar School

Statement of Commitment to Safeguarding Children through Safer Employment Practice

Enfield Grammar School is committed to safeguarding and promoting the welfare of children, and safe recruitment of staff is central to this commitment. We will ensure that our recruitment practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children. All adults who work with or on behalf of children and young people in our school must be competent, confident and safe to do so.

All posts working with children should be aware of, and share the commitment to safeguard and promote the welfare of children and young people when applying for jobs within Enfield Grammar School.

This commitment is expressed through the following requirements:

Recruitment

Failure to adhere to the following requirements means that an applicant will not be employed to work at Enfield Grammar School.

- Applicants will be required to undertake an enhanced DBS (Disclosure Barring Service) check if an offer of employment is made and will not be able to take up post until a satisfactory check has been received.
- Applicants are required, when completing an application for a post within the school, to supply full education and employment history since leaving secondary school, with explanations for any gaps.
- An applicant's personal commitment to safeguarding children and young people will be explored through the interview process.
- Successful applicants must show proof of identity, qualifications (if relevant to the post), along with various other pre-employment clearances before a firm offer of employment is made.
- Prior to taking up post, applicants will be expected to sign the School's Code of Conduct, which commits them to upholding the highest standards in public life, both in the way they undertake their professional duties, and in their personal conduct.

Employment

Failure to adhere to the following requirements may result in summary dismissal:

- To participate in induction processes, professional line management and annual appraisal, where the employee's ability to safeguard children, young people or vulnerable adults through professional involvement and personal conduct will be guided and assessed.
- To undertake mandatory training, including child protection training, as appropriate to their duties.
- To familiarise themselves with all relevant policies and procedures, produced by the school, including procedures for managing allegations against staff.