

**Facilities Support Staff Application Form**

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| **Position applied for:** |  |

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| **Personal Details** | |
| Forename: | Surname: |
| Title Dr/Mr/Mrs/Miss/Ms/Other: | Middle names (if applicable): |
| Preferred forename: | Former names (e.g. maiden name): |
| Home address (including postcode: | Telephone number(s):  Home:  Work:  Mobile: |
| Please indicate which of the above telephone numbers may be used to contact you: | |
| Email address: | |
| Are you currently eligible for employment in the UK?  □ Yes □ No  Please provide details: | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or governor of Colston’s School? If so please provide details. | |

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| **Present or Most Recent Employment Details** | | | | | | |
| Current / most recent job title: | | | | | | |
| Name and address (including postcode) and type of business of current or most recent employer: | | | | | | |
| Current salary/salary on leaving including benefits and allowances: | | | | | | |
| Start date: | | | Leaving date (if applicable) | | | |
| Please state when you would be available to take up employment if offered (notice period): | | | | | | |
| Reason for seeking other employment: | | | | | | |
| Please give a brief description of your current or most recent duties / responsibilities or attach a copy of your job description: | | | | | | |
| **Previous employment and/or activities since leaving secondary education**  Please give details of your full employment history in date order up to your present post.You must list all employment, career breaks, and periods of unemployment, education and voluntary work since secondary education. Please provide details of any gaps in your employment history below. (Continue on separate sheet if necessary) | | | | | |
| Title of Post | Employment Dates | | | Name and Address of Employer | Reason for leaving |
| From:  (month/year) | To:  (month/year) | |
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| **Gaps in employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. | | | | | | | | |
| Start date  mm/yy | Finish date  mm/yy | | Reason | | | | | |
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| **Education (including all formal academic qualifications)**  Please start with the most recent and give a full history of any educational institutions attended, secondary and beyond together with all professional and 16+ qualifications (& GCSE/O Level English & Maths) awarded (Continue on separate sheet if necessary). | | | | | | | | | |
| Name of  University / College / School | | | Full or part time | Dates of attendance  (month/year) | | Examinations | | | |
| From  mm/ yy | To  mm/yy | Subject | Result / Grade Awarded | Date  mm/yy | Awarding body |
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| **Other vocational qualifications or skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | | |
| Name of  University / College / School | Full or part time | Dates of attendance  (month/year) | | Examinations | | | |
| From  mm/ yy | To  mm/yy | Subject | Result / Grade Awarded | Date  mm/yy | Awarding body |
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| **Details of relevant training courses attended during last five years including dates e.g. first aid, minibus training, safer recruitment (continue on separate sheet if necessary)** | | |
| Date | Training | Valid until |
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| **Suitability (Personal Statement)**  Please give your reasons for applying for this post, say why you believe you are suitable for the position and explain how your experience meets the requirements of this post, giving specific examples. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Please also add any further information which supports your application. (Continue on a separate sheet if necessary). | | | | | | | |
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| References  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | | | | | | |
| Referee 1 | | | | Referee 2 | | | | |
| Name: | | | | Name: | | | | |
| Organisation: | | | | Organisation: | | | | |
| Address: | | | | Address: | | | | |
| Telephone number:  Email address: | | | | Telephone number:  Email address: | | | | |
| Occupation: | | | | Occupation: | | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | | |
| Yes |  | No |  | Yes |  | No |  | |

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| Sanctions, Restrictions and Prohibitions | | | | | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (**NCTL**), any equivalent body in the UK or a regulator of the teaching profession in any other country? | | | | □ Yes □ No | | |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | | | | □ Yes □ No | | |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002 (formerly known as list 99)? | | | | □ Yes □ No | | |
| **If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | | | | | | |
| Criminal record | | | | | |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. It is a condition of your application that you answer the questions below. For details: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's Procedures for Safer Recruitment.  It is a condition of your application that you answer the questions below. | | | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Error! Reference source not found.). | Yes |  | | No |  |
| Is there any relevant court action pending against you? | Yes |  | | No |  |
| **If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | | | | | |

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| **Overseas checks: Have you lived abroad for a period of three months or longer within the last five years?** |
| □ Yes □ No  If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies. |

| Reasonable Adjustments  Do you have any disability or health condition that may require reasonable adjustments to be made during the selection process? |
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| □ Yes □ No  If yes, provide details: |

| Recruitment |
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| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  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.  A copy of the School's safer recruitment procedures and safeguarding and child protection policy is available for download from the School's website. Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

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| Health |
| In accordance with Independent School regulations and Keeping Children Safe in Education (DfE) any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician. |

| Declaration | | |
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| * I accept the data protection terms explained in this form and declare that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with the people specified as my referees to verify the reference. * I consent to the necessary enquiries and checks being undertaken by the School in order to confirm that the information I have included in this application form is correct and to verify the authenticity of my qualifications * In addition to taking up references, the School may undertake an internet search of social media. * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight (for posts at Colston’s Lower School only). * I understand that any offer of employment will be subject to satisfactory references and medical fitness for the post. * I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it will be retained by the School during the course of my employment and for a reasonable time after my employment end (pursuant to the Data Protection Act 1998) * I confirm that I have no objection to the school making application to the Disclosure and Barring Service for information about any previous convictions which I may or may not have on record and I confirm that I sign the necessary application form giving authority to make this search. | | |
| Signed: |  |  |
| Date: |  |  |
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| Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.  **By signing this application form you are consenting to the School undertaking an enhanced DBS check (including a check of the children’s barred list) should you be offered a position.** | | |

Please return your completed application form by email to: [recruitment@colstons.bristol.sch.uk](mailto:recruitment@colstons.bristol.sch.uk)

Or by post to:

Mrs Claire Butler

HR Advisor

Colston’s School,

Bell Hill,

Stapleton,

Bristol,

BS16 1BJ