

Derby Moor Community Sports College and Sixth Form



DERBY MOOR COMMUNITY
SPORTS COLLEGE

Support Staff Application form

Please complete all sections – do not attach cv.

Application for the post of
Where did you learn about this vacancy?

Personal details

Last name	First Name	Title
Address	Home telephone Mobile telephone Work telephone	Ext
Postcode	Email	
Do you have a full current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Education qualifications and relevant non-qualification training starting with most recent

We will ask for evidence of your qualification at interview.

Establishment	Dates		Qualifications (please include A Levels and Grades)	Grades	Dates
	from	to			

Membership of professional organisations

Organisation	Membership status	Since

Present or most recent employment

Employer's name	
Address Postcode	Your current salary
	Other benefits
	People responsible for
	Reason for seeking other employment
Job title	
Date of appointment from to	
Notice required	
Briefly describe your job...	

Previous employment starting with most recent

Employer	Job title and main responsibilities	Salary	Dates (Month and year)		Reason for leaving
			From	To	
Other work experience:					
Periods when not working:					

Describe the relevant experience, skills and knowledge you can bring to this job, and any other information to support your application, which may include voluntary work, your hobbies or interests.

Attach extra sheets if necessary

Sickness absence

We have a procedure to manage attendance. This includes monitoring absence levels, interviewing employees about absence and identifying problems and support needed at an early stage so that we can take appropriate action.

We will request details of your sickness absence from your employment referee.

Do you consent to us asking for this information?

Yes No

Referees: One should be your present employer or your last employer if not currently employed.

Name and address	Name and address
Position held by referee	Position held by referee
Organisation, if appropriate	Organisation, if appropriate
Telephone	Telephone
Email	Email
May we contact your present employer before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no we will contact your second referee	

Dates when you are not available for interview during the next 6 weeks

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Declaration

Are you related to or have a close relationship with any Academy Trustees, elected Member or Senior Officer of Council, any staff or Governor of appointing school?

Yes / No

If YES, who and in what capacity?

NB: Canvassing of trustees, county Councillors or Senior Officers of the Council by or on behalf of an applicant whether directly or indirectly is forbidden.

This post is exempt from the Rehabilitation of Offenders Act 1974, **which means they must declare all criminal convictions spent and unspent**. Consequently if you are appointed you will be required to undertake an enhanced Disclosure and Barring Service check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However should you NOT declare an offence that is subsequently revealed e.g. through the DBS check, then this may place your appointment in jeopardy.

Have you ever received a conviction, caution or bind-over?

Yes / No

Are you either on the children's Barred List (Previously List 99 and PoCA list), ever been disqualified from working with children.

Yes / No

It is a criminal offence for barred individuals to seek or undertake work with children.

If you have answered Yes to either of the above questions, please provide details on a separate document marked CONFIDENTIAL.

Under the data protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring.

Under the Data Protection Act 1998 you have the right to access to any electronically and/or manually held information.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.

SIGNATURE OF APPLICANT..... DATE.....

**Please return to
Rafit UI-Nisa, Head of Service - HR, Derby Moor Community Sports College, Moorway Lane, Littleover, Derby, DE23 2FS
or email hr@derbymoorsch.uk**

Equality in action

We aim to have a work force that reflects diversity in the community. **To help us check that we are achieving our aims, please complete this section:**

I am: Male Female

I am: Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Black or Black British

Caribbean
 African
 Other Black background

Chinese or other ethnic group

Chinese
 Any other ethnic group, please
 type in

Dual Heritage

White and Black Caribbean
 White and Black African
 White and Asian
 Other dual heritage background

White

British
 Irish
 Other

I am: Disabled Yes No

DOB: DD/MM/YYYY