



Application Form for Support Staff

Job Applied for:	
Closing Date:	
Where did you see this post advertised?	
Are you a Re-deployee within KCC? Who is your lead personnel Officer?	

Some guidelines to help you...

Our staff play a vital role in providing excellent services to the people of Kent. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. **Please carefully read the job description and person specification before completing this form.**

Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence.

PART 1 : PERSONAL DETAILS

Name: Salutation: Mr / Mrs / Miss / Ms	Previous Surname(s):
Address:	Address for communications (if different):
Postcode:	Postcode:
Telephone - Home:	Mobile:
Work:	Email address:
National Insurance Number: (you can obtain this information from the Department of Social Security)	

Please ensure you complete the Equalities monitoring form

General

Do you have a current UK driving licence (if applicable)?	Yes / No
Do you have any endorsements? If yes please give brief details:	Yes / No
If successful, when could you start this job?	
Do you need a work permit to be employed in the UK?	Yes / No
Are you related to any County Councillor or senior employee of Kent County Council? If yes, please give brief details:	Yes / No
Are you aware of any matter, which might call into question your integrity as an employee or bring you/or the School into disrepute. If yes, please give brief details:	Yes / No

Health Declaration

This requirement has been removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation or appointment.

PART 2 : COMPETENCY

Qualifications Achieved from Secondary, Higher and/or Further Education.

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken

Employment History - present or most recent employment details.	
Job title: Employer name:	
Address: Postcode:	
Date Started: Date of leaving: (if applicable) Salary:	
Reason for leaving:	
Main duties and responsibilities: Please use a separate page if necessary.	

Previous Employment:

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held

Please complete if Applicable in box	Number	Date Issued
GSCC – Social Worker Registration		
Nursing & Midwifery Council PIN		
Occupational Therapy Registration		

Membership of Professional Organisations and Institutions

Name	Date Achieved	Membership Status	By Examination Yes/No

Other Skills and Interests – including languages (spoken/written), computers etc.

Please include details of any public duties, community or voluntary work experience.

Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

References - please indicate two people to whom you are not related and to whom a request for a reference can be made. One should be your present/most recent employer, or if you are currently unemployed, your last employer. In case of school/college/university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

Reference 1 (present or most recent employer) Reference 2

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Postcode:	Postcode:
Tel. No:	Tel. No:
Email:	Email:

May we contact prior to interview?

Yes/No

May we contact prior to interview?

Yes/No

Protection of Children

Disclosure of criminal background is required of those with substantial access to children.

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) (Amendment) order of 1986, you must disclose details of any spent or unspent cautions or convictions. Appointments to posts exempt from the ROA will be dependent upon the completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) check. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure. For all other posts, only unspent cautions or convictions need to be disclosed.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning? (If YES, please provide details in the box below)	Yes / No

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (If YES, please provide details)	Yes / No

Data Protection Statement

I hereby give my consent for the school to which this application relates if not a KCC controlled school to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation.

Declaration

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signature:	Date:
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Please return your completed application form to: Denise Friend at Maidstone Grammar School, Barton Road, Maidstone, Kent, ME15 7BT or email dfriend@mgs.kent.sch.uk If returning by email you will be asked to sign a copy of this document before any offer of employment is made.



Protecting your personal information

The School retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be deal with in accordance with the Data Protection legislation.

PART 3 : CONFIDENTIAL EQUAL OPPORTUNITIES MONITORING

This section of the form is CONFIDENTIAL and will be detached from your application prior to shortlisting and is not seen by recruiting managers. Maidstone Grammar School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Ethnic Group (These are approved by the commission for Racial Equality)

White

British	Irish	Any other White background*
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Mixed

White & Black Caribbean	White & Black African	White & Asian	Any other Mixed background*
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Black or Black British

Caribbean	African	Any other Black background*
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Asian or Asian British

Indian	Pakistani	Bangladeshi	Any other Asian background*
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Chinese or other ethnic group

Chinese	Other Ethnic Group*
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* Please specify

Gender

Male:	Female:
Age range: up to 19 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>
20 – 25 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>
26 – 35 <input type="checkbox"/>	over 65 <input type="checkbox"/>
36 – 45 <input type="checkbox"/>	

If you wish you may disclose information about yourself in this section about your:

Religion/Beliefs

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Sexual Orientation

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PART 3 : CONFIDENTIAL EQUAL OPPORTUNITIES MONITORING

Disability Statement

We aim to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

Please answer the following questions:

1 Do you consider yourself to be disabled?	Yes / No
If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?	Yes / No

The Disability Discrimination Act 1995 defines disability as **‘a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.’**

2 Is there anything you would particularly like to tell us about your disability?

3 Do you wish us to try to arrange for any of the following to be available, if you are called for interview?

Induction loop or other hearing enhancement	✓
Sign language interpreter (please state type)	
Keyboard for written tests	
Someone with you at the interview (e.g. advocate or facilitator)	
Assistance in and out of vehicle	
Accessible car parking	
Wheelchair access	
Accessible toilet	

Other assistance (please specify)

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Only necessary information will be given to the recruiting manager after shortlisting, to allow appropriate adjustments and facilities to be made available within the interview process.

**Protecting your personal information**

I understand the personal data provided may be used to update/correct data previously recorded. This will be retained on my personal record within a secure personnel system. Access to such data is restricted to personnel staff in accordance with the Data Protection requirements, and is used solely to ensure Maidstone Grammar School meets its obligations under equality legislation. Data is not attributed to an individual in any reporting.