**James Allen’s Girls’ School**

**Job Applications Form: Support Staff**

Applicants must complete and return the Application Form by the deadline date to be considered. Applicants can incorporate further details such as their own bespoke CVs and any other information that may support their application and send to [recruitment@jags.org.uk](file://jags.org.uk/staffhomes%24/staffhomes/Hannah.Larsen/Microsoft/Word/recruitment%40jags.org.uk) . **\* denotes a mandatory field.**

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for\*: |  | Start date\*: |  |
|  |  |  |  |
| Title\*: |  |
| First Name\*: |  |
| Surname\*: |  |
| Any former names\*: **(This is mandatory- If you have had a change of name at any time you must declare.)** |  |

**Data Protection Statement**

James Allen’s Girls’ School (including James Allen’s Preparatory School) takes its responsibilities for your personal data very seriously according to the Data Protection Act. This may include using your personal data to obtain employment related information from third parties for Disclosure and Barring Service (DBS) checks, right to work, medical fitness and previous employment references.

James Allen’s Girls’ School also has legal obligations under the Equality Act 2010 to monitor and ensure applicants and employees from all sections of the community are treated equally and not discriminated against. The information collected in Section 13 is used to monitor who is applying and our adherence to equal opportunities best practice. This data is also used anonymously in annual census activities to identify any barriers to diversity among our workforce.

The personal data will be retained as legally permitted and in line with the School’s data retention guidance and then destroyed. Further details regarding our Privacy Policy can be found on our website.

If your application is successful, the School will retain the information provided in the application form (together with any attachments) on your personal file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

**Section 1 – Current Position**

Data collected in Sections 1 – 10 will be shared with James Allen’s Girls’ School staff involved in the shortlisting and interviewing processes.

|  |  |
| --- | --- |
| Name and address of current employer: |  |
|  |
|  | Postcode: |
| Job title:  |  |
| Start date: |  | Leaving date: |  |
| Responsibilities |  |
|  |
|  |
|  |
| Current Salary: |  |
| Reason for seeking other employment: |  |
| Period of Notice: |  |

**Section 2 – Previous Positions**

*IMPORTANT - Please provide a full employment history which accounts for every month and year since you left full-time education. Any gaps in should be detailed in Section 4. Please start with most recent and continue on a separate sheet if needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title** | **From****(Month/Year)****To****(Month/Year)** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3 – Please use this section to explain any gaps in employment with dates.** *This is important for safer recruitment purposes****.***

**Section 4 – Have you lived overseas for three months or more in the last five years?** *Please provide details below.*

**Section 5 – Education**

*Please start with your most recent and include Secondary Education.*

|  |  |  |
| --- | --- | --- |
| **Name and Address of School/College/ University** | **Dates** | **Examinations** |
| **From****MM/YY** | **To****MM/YY** | **Subjects** | **Results** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |  |
| ***PLEASE NOTE:*** *To comply with our statutory obligations, applications invited for interview will be asked to bring with them their* ***ORIGINAL*** *certificates to confirm the data given above.* |

**Section 6 – Professional Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Awarding Body**  | **Dates** | **Subject and Qualification** | **Grade and Date Awarded** |
| **From****MM/YY** | **To****MM/YY** |
|  |  |  |  |  |
| ***PLEASE NOTE:*** *To comply with our statutory obligations, applications invited for interview will be asked to bring with them their* ***ORIGINAL*** *certificates to confirm the data given above.* |

**Section 7 – Interests.** *Please give details of any interests, hobbies or skills that you could bring for the purposes of extra-curricular activity.*

**Section 8 – Existing contacts within James Allen’s Girls’ School.**

*Please provide details of if you are related to or you maintain a close relationship to current staff members, governors or students at the School.*

**Section 9 – Have you applied for a position at JAGS before?**

*If yes, pleased indicate the date and role applied for.*



**Section 10 – Statement.**

*Please use this section to support your application and demonstrate your suitability for the post. Please use a maximum of 1000 words.*

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**Section 11 – References**

**Please provide at least two references**. **References might be requested for shortlisted candidates before interview unless you indicate otherwise below** One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children**. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

|  |  |
| --- | --- |
| Name:  |  |
| Position (Job Title): |  |
| Work relationship:  |  |
| Organisation: |  |
| Address: |  |
|  |
|  | Postcode: |  |
| Telephone number:  |  |
| E-mail (Mandatory): |  |
| Are you willing for this referee to be approached prior to or during the interview process? | Yes  | No |

**Reference 1**

**Reference 2**

|  |  |
| --- | --- |
| Name: |  |
| Position (Job Title):  |  |
| Work relationship: |  |
| Organisation: |  |
| Address: |  |
|  |
|  | Postcode: |  |
| Telephone number: |  |
| E-mail (Mandatory): |  |
| Are you willing for this referee to be approached prior to or during the interview process? | Yes  | No |

**Section 12 – Personal Details**

Data collected in sections 11 – 15 will be used by James Allen’s Girls’ School HR team for the purposes of processing your application and complying with our legal obligations. These sections will only be share with the shortlisting and interviewing staff if the Head of HR decides it could have an impact on the interview process.

|  |  |
| --- | --- |
| \*First name:  |  |
| \*Last name: |  |
| \*Title:  |  |
| \*Any former names:**(This is mandatory- If you have had a change of name at any time you must declare this.)** |  |
| Address: |  |
|   |
|  | Postcode: |  |
| Please state where you saw this post advertised: |  |
| \*National Insurance Number: |  |
| Daytime Tel number: |  | Evening/Mobile number |  |
| Email address: |  |
| Do you have a clean Driving Licence?  | Yes [ ]  |  No[ ]  |
| Do you have a Right to Work in the UK? | Yes [ ]  |  No[ ]  |
| If no, please provide details: |  |
| **PLEASE NOTE:** To comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applications invited for interview will be asked to bring with them evidence of Right to Work in the UK. |

**Section 13 – Equality & Diversity Monitoring**

The School is committed to ensuring that applicants from all sections of the community are treated equally and not discriminated under the Equality Act 2010. This data assists us in monitoring who is applying for employment with us, our adherence to equality and diversity best practice and our progress towards identifying any barriers to diversity amongst our workforce.

This data is also passed on to third parties via annual census activities relating to equality and diversity monitoring.

|  |  |
| --- | --- |
| **Name:**  |  |
| **Post applying for:**  |  |
| **Are you married or in a civil partnership?** |  Yes  | [ ]  |  No  | [ ]  | Prefer not to say  | [ ]  |
| **Date of Birth:** |  |  |
| **Gender:**  | Male  | [ ]  | Female  | [ ]  | Intersex  | [ ]  | Non- Binary  | [ ]  |
| Prefer not to say  | [ ]  | If you prefer to use your own term, please specify here:  |  |
| **Nationality:** | British  | [ ]  | Irish  |[ ]   |
|  | Other EU country  |[ ]  Other Non-EU country  |[ ]   |

**Ethnic Origin Guidance**

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by ticking ONE of the boxes or by giving your own description

**Ethnicity:**

Please indicate your ethnic origin:

|  |  |  |
| --- | --- | --- |
| **A. White**  | **B. Mixed** | **C. Asian & Asian British**  |
| British  |[ ]  White & Black Caribbean |[ ]  Indian |[ ]
| Welsh  |[ ]  White & Black African |[ ]  Pakistani |[ ]
| Scottish |[ ]  White & Asian |[ ]  Bangladeshi |[ ]
| Northern Irish |[ ]  Other Mixed Background\*  |[ ]  Other Asian Background\* |[ ]
| Irish  |[ ]   |  |
| Irish Traveller or Gypsy |[ ]   |  |
| Other White Background\*  |[ ]   |  |

|  |  |  |
| --- | --- | --- |
| **D. Black & Black British** | **E. Chinese or Other Group**  |  |
| Caribbean |[ ]  Chinese  |[ ]  Prefer not to say  |[ ]
| African  |[ ]  Any other background\* |[ ]   |
| Other Black Background\* |[ ]   |  |
| \*Please indicate any other ethnic background:  |

**Sexual Orientation:**

Please indicate your sexual orientation:

|  |  |  |
| --- | --- | --- |
| Heterosexual  |[ ]  Bisexual  |[ ]  Gay  |[ ]
| Lesbian  |[ ]  Other  |[ ]  Prefer not to say  |[ ]
| If you prefer to use your own term, please specify:  |  |

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability within the meaning of the Equality Act 2010

|  |  |  |
| --- | --- | --- |
| Yes |[ ]  No |[ ]  Prefer not to say |[ ]

**The above information will not be shared with the selection panel prior to interview. This information will be retained, confidentially,** **and used for monitoring purposes.**

**Section 14 – Declaration**

I am aware that it is an offence to apply for this role if I have been barred from engaging in regulated activity applicable to children.

**Section 15 – By submitting your personal data and application to James Allen’s Girls’ School:**

I declare that to the best of my knowledge and belief, the information given by me on this application form is true and correct and can be treated as part of any subsequent contract of employment.

I have read, understood, agreed and accepted the particulars set out above for Data Protection and the processing of any information contained in this application and I consent to the processing of the information on this application form.

I understand that if I give any information which is false, or withhold any relevant information, this may lead to my application being discarded from the recruitment and selection process, or the termination of my employment, if appointed.

I authorise James Allen's Girls' School to confirm, or have confirmed on their behalf, all statements contained in my application and to make any necessary pre-employment, safer recruitment in education, ID and Right to Work checks.

Please sign and date the form. If emailing the form, you will be required to re-sign the application, if you are shortlisted for interview.

Signed: Date:

Print Name:

***Thank you for your application.***