



BURGESS HILL
— GIRLS —
Tomorrow's Women

SUPPORT STAFF FORM

Applicants must complete all sections of the form in full and in **BLACK** ink or typewritten

Position applied for

How did you find out
about the vacancy?

1. PERSONAL DETAILS

Title

Surname

Forename(s)

Previous surname(s) *(where relevant)*

Permanent address

Address for Correspondence *(if different)*

Telephone (daytime)

Telephone (evening)

Mobile

Date of Birth

Email Address

National Insurance Number:

Do you require a work
permit to enable you to work
in the UK?

Yes ☐ No ☐

If so, do you have a current
permit? *(if appropriate, please bring
the original documentation to interview)*

Yes ☐ No ☐

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or
Trustee of Burgess Hill School for Girls? *(If so, please provide details below)*

2. EDUCATION/QUALIFICATIONS AND TRAINING

Please supply a full history in chronological order of all qualifications, training and further education.

Please include all secondary and post secondary qualifications. Continue on a separate sheet if necessary.

[illegible]

3. OTHER VOCATIONAL QUALIFICATIONS, 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.

4. EMPLOYMENT

Current or most recent employer	
Current or most recent employer's address	
Current or most recent job title	

Dates of employment
(day/month/year)

From

To

Salary

Notice required to
terminate appointment

Term/Months

(delete as appropriate)

Outline details of current duties undertaken

Do you/did you receive any employee benefits? *(If so, please provide details below)*

Reason for seeking other employment

5. PREVIOUS EMPLOYMENT

Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since secondary education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Continue on a separate sheet if necessary.

Name and address of employer/
self-employment/unemployment

Post held and/or duties

Dates *(from-to)*

Reason for
leaving

6. SUITABILITY

Please give your reasons for applying for this role and say why you believe you are suitable for the position. 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 role. Continue on a separate sheet if necessary.

7. INTERESTS

Please give details of interests, including any which could be relevant to the role or to the School's extra curricular programme

8. CRIMINAL RECORDS

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS (Disclosure and Barring Service). If you are successful in your application you will be required to undergo an enhanced DBS Check. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).

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 on a self-declaration questionnaire which will be sent out to all shortlisted candidates and must be returned to the School prior to interview.

9. 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 short listed candidates before interview.

Referee 1

Referee 2

If you have lived/travelled outside of the UK for more than 6 consecutive months within the last 5 years Burgess Hill Girls will require a criminal records check from the relevant country. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Have you lived or worked outside of the UK for more than 6 consecutive months within the last 5 years?

Yes ☐ No ☐

In line with changes in statutory safer recruitment guidance in September 2022, we will carry out an online search of shortlisted candidates in order to identify any publicly available information that may indicate an issue or concern that needs to be followed up during interview. We require you to share with us as part of your application the account names, usernames and/or handles for any social media platform that you use, as well as the names of any websites that you own, post on, or contribute to. A Google search will also be conducted. These checks will only be conducted if you are shortlisted for interview. Please see our safer recruitment and selection policy for further information.

Facebook:
Twitter:
Instagram:
LinkedIn:

TikTok:

Reddit:

Pinterest:

Other (please list):

URLs for websites that you own, post on, or contribute to:

10. RECRUITMENT

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 status, religion or religious belief, disability or age. All new employees 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.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your HR file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes ☐ No ☐

10. DECLARATION BY APPLICANT

I hereby certify and declare that:

- I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if any information is found to be false or misleading it will disqualify me from my appointment and could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.
-
- 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 carrying out checks of my online presence prior to any interview.

Signature of
Applicant

Date

Completed applications should be sent to:

HR Manager, Burgess Hill Girls, Keymer Road, Burgess Hill, West Sussex, RH15 0EG

IMPORTANT INFORMATION

The following notes should be read in full before an application is submitted.

1. APPLICATION FORMS

Completed application forms should be emailed, posted or delivered in person to Burgess Hill Girls to be received by no later than the specified time and date. Application forms received after the closing date and incomplete applications will not be accepted.

2. EMPLOYMENT OF EX-OFFENDERS

Burgess Hill School for Girls Company meets the requirements in respect of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, with the exception of those convictions and cautions which, under the Exceptions Order 1975 (2013) are deemed to be protected and therefore not subject to disclosure. Please contact the HR Manager for a copy of the School's policy on the Employment of Ex-Offenders if required.

3. SHORTLISTING

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the application form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any candidate.

4. INTERVIEW ARRANGEMENTS

Candidates will be invited to attend for interview in the first instance by telephone or email followed by invitation in writing. Candidates are requested to advise school if unable to attend.

If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process. If a candidate is unavoidably detained en-route to interview they should contact the school immediately.

5. NOTIFICATION OF UNSUCCESSFUL CANDIDATES

In the interests of economy, candidates not shortlisted for posts in schools may not be notified. Applicants who have not been advised of an interview within 1 week of the closing date for teaching posts or 2 weeks of the closing date for non-teaching posts may wish to contact the school and make enquiries. All candidates selected for interview will be notified in writing whether successful or not.

5. NOTIFICATION OF SUCCESSFUL CANDIDATES

A candidate is deemed to have been offered the post only on receipt of a formal written offer of employment from Burgess Hill School for Girls Company. **Successful candidates must not take any action to terminate their current employment until they are in receipt of a formal written offer of employment from Burgess Hill School for Girls Company.**

6. VERIFICATION OF QUALIFICATIONS

A formal written offer of employment from Burgess Hill School for Girls Company is conditional on the successful candidate providing original documentary proof of qualifications stated on the application form. Candidates invited for interview will be requested to bring proof of identity and qualifications on the day of interview in the form of original certificates.



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— GIRLS —

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EXTRA SPACE IF NEEDED

Please state which section you are continuing.