**APPLICATION FORM – SUPPORT STAFF**

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| Support position applied for: Catering Assistant |
| Where did you see this position advertised/hear about this vacancy? |

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| **Personal Details** | | | |
| Title: | First Name(s): | | Surname: |
| Address (including postcode): | | | |
| Contact Number: | | | |
| Email Address: | | Are you a member of the PVG scheme? YES/NO  If yes, provide your membership number: | |
| Are you a member of SSSC? YES/NO | |
| Are you eligible to work in the UK? YES/NO  Is your right to work time limited? YES/NO  If yes, provide your current visa end date: | | | |

Hamilton College welcomes applications from applicants who assess themselves as having a disability who meet the minimum criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties, hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? YES/NO

**Employment History**

Please start with your most recent employment. Describe the key duties and responsibilities of each   
position insofar as they address the requirements of the role for which you are applying (CVs and cover letters will not be accepted). Please provide information on any gaps in your employment history.

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| **Your Current/Most Recent Employer** | | | | |
| Employer Name:  Address:  Postcode: | Job Title |  | | |
| Start Date |  | End Date |  |
| Salary |  | Notice Required |  |
| Reason(s) for Leaving |  | | |
| Summary of main duties, responsibilities and achievements: | | | | |
| **Employment History** | | | | |
| Employer Name:  Address: | Job Title |  | | |
| Start Date |  | End date |  |
| Reason(s) for Leaving |  | | |
| Brief Description of Duties: | | | | |
| **Employment History** | | | | |
| Employer Name:  Address: | Job Title |  | | |
| Start Date |  | End Date |  |
| Reason(s) for Leaving |  | | |
| Brief Description of Duties: | | | | |
| **Employment History** | | | | |
| Employer Name:  Address: | Job Title |  | | |
| Start Date |  | End Date |  |
| Reason(s) for Leaving |  | | |
| Brief Description of Duties: | | | | |
| **Employment History** | | | | |
| Employer Name:  Address: | Job Title |  | | |
| Start Date |  | End date |  |
| Reason(s) for Leaving |  | | |
| Brief Description of Duties: | | | | |

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| **Relevant Education and Professional Qualifications** | | | | |
| **Date Awarded** | **Qualification** | **Subject** | **Grade/Level** | **Awarding Institution** |
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| **Relevant Professional Training** | | | | |
| **Date Awarded** | **Training Course** | **Subject** | **Grade/Level** | **Awarding Institution** |
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| **Extra-Curricular Activities**  Please list your areas of interest or preferred area for specialism in sport or other extra-curricular activities that you may be interested in supporting. | |
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| **Statement in Support of your Application** |
| This section is for you to provide further information in support of your application - you may wish to note previous skills and experience that will be relevant to this role. Applications will be assessed against the skills and competencies for the role as noted in the job description. Please extend this box if you require more space, however your statement should be within 500 to 1,000 words and not exceed two A4 pages. |
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**Reference Details**

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| **References** | | | |
| Please provide two referees, one of which should be your current or most recent employer. Each referee should have some management or supervisory responsibility for your work or should be a professional who has direct knowledge of your skills and abilities. We cannot accept references from family members or friends. We will only contact references for support posts following an offer of employment. | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Email Address |  | Email Address |  |
| Organisation & Address |  | Organisation & Address |  |
| Relationship to you |  | Relationship to you |  |

**Additional Questions**

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| Are you currently employed by Hamilton College? | YES/NO |
| Have you previously been employed by Hamilton College? | YES/NO |
| If you are a staff member, are you full-time or part-time? | YES/NO |
| If you are a staff member, are you employed on a term time only contract? | YES/NO |
| Are you related to, or do you have close links to, any current or previous member of Hamilton College staff, Governors or pupils? | YES/NO  If yes, please specify: |

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| **Rehabilitation of Offenders Act** |
| All staff working at Hamilton College have direct access to young people therefore all posts within the school are considered exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must disclose all previous and pending convictions, even if they are considered ‘spent’, or be liable to prosecution. This includes driving offences.  With the exception of offences against children, a previous conviction will not automatically preclude an applicant from working at the Schools. We will make all decisions based on careful consideration of all the information available to us.  Applicants who have a conviction for a criminal offence must disclose it in a letter addressed to the HeadteacherPrincipa, marked as “Private and Confidential” and enclosed with this application. This will only be seen by the Headteacher and the Business Manager and then destroyed.  The Headteacher and Business Manager will consider the following:   * whether the conviction is relevant to the post * the length of time since the offence occurred * whether the applicant has a pattern of convictions * whether the applicant’s circumstances have changed since the offence was committed   An applicant is unlikely to be considered suitable for employment if they have been found guilty of a serious offence involving violence or dishonesty, any sexual offence, any offence involving Class A drugs or the supply of any other illegal drug. |
| I have read the statement about Criminal Convictions and I hereby declare that:  I have nothing to declare  I have information to declare and I attach a letter of disclosure to the Headteacher. |

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| **Declaration** |
| I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.  Signed: Date: |

**Please return your completed application to hcapplications@hamiltoncollege.co.uk**

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| **Privacy Notice**  Hamilton College is committed to protecting your privacy. As part of any recruitment process, Hamilton College collects and processes personal data relating to job applicants. Hamilton College is committed to being transparent about how we collect and use that data and meet our data protection obligations. If you would like more information about how we use, store and process your information, and your rights in relation to this, please visit the website [Data Protection | Hamilton College](https://www.hamiltoncollege.co.uk/about-us/school-policies/data-protection). |