



Support Staff Application Form

Please complete all sections of the form - CVs alone will not be considered.

Personal Details

Position applied for	
Full name (<i>title, first name, surname</i>)	
Previous name(s)	
National insurance number	
Qualified to work in the UK	
Continuous Service Date (<i>if applicable</i>)	

Contact Details

Mobile telephone	
Home telephone	
Address	
Email	

Professional Details

Membership of professional bodies	
Professional development	
Additional skills & special interests	
Valid driving licence	

Current Employment

Role	
Organisation	
Dates of employment	
Role description	

Contract (<i>permanent / temporary</i>)	
Notice required	
Reason for leaving	
Salary	
Grade / scale (<i>if applicable</i>)	

Previous Employment

Please explain any gaps in your employment history.

Role	
Organisation	
Dates of employment	
Role description	
Reason for leaving	

Role	
Organisation	
Dates of employment	
Role description	
Reason for leaving	

Role	
Organisation	
Dates of employment	
Role description	
Reason for leaving	

Education

Higher Education

Institution	
Qualification (<i>incl. subject</i>)	
Level	
Dates attended	

School(s) attended

School (<i>name</i>)	
Dates attended	

A-levels or equivalent

Subject	Exam type	Grade

GCSEs or equivalent

Subject	Exam type	Grade

Please note that you will be required to produce relevant evidence of qualifications attained.

Supporting Statement

Your statement should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

<i>Insert statement here – it should be no longer than two sides of A4.</i>

Relationship to School Governors or Employees

If you have any personal relationship to any Governor or employee of The Birkenhead Park School, please give their name and relationship to you. This does not stop a Governor or employee giving a reference. Any approach to Governors or employees to influence a selection decision will disqualify you.

Their name	
Their role	
Relationship to you	

Referees

Please give the names of two individuals who are able to comment on your suitability for this post. One must be your present (or most recent) employer. The Birkenhead Park School reserves the right to seek any further references it deems appropriate.

If you are shortlisted for interview, references will normally be requested. Please tick the box below if you do not want us to contact your present/most recent employer without your prior agreement.

Current or most recent employer

Title (<i>e.g. Mr/Mrs</i>)	
Name	
Position held	
Organisation	
Address	
Email address	
Telephone	

Please do not contact my present / most recent employer without my prior agreement

Second referee

Title (<i>e.g. Mr/Mrs</i>)	
Name	
Position held	
Organisation	
Address	
Email address	
Telephone	

Please do not contact this referee without my prior agreement

Self-Declaration for shortlisted candidates

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Disclosure and Barring Service

Successful applicants will be asked to apply for an enhanced Disclosure and Barring Service Check (Disclosure) from the Disclosure and Barring Service. A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found online: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Data Protection and Privacy

BPS is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please see our Candidate Privacy Notice in our recruitment documentation which sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Please indicate that you have read and understood this Candidate Privacy Notice by signing the declaration below.

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed:

Date:

If you complete this form electronically and submit it via email, please type in your name into the signature line to indicate that you accept the declaration.

Please return your completed form to:

recruitment@birkenheadparkschool.com

or by post to:

The Birkenhead Park School, Park Road South, Birkenhead, Wirral, Merseyside CH43 4UY
marked 'Private and Confidential' for the attention of the HR team

Thank you for your application. We carefully review all applications against our criteria for the role. Unfortunately, due to the number of applications we receive for each role, we cannot give feedback on an individual basis. If you have not heard back from us within 3 weeks, you have not met the criteria required for this particular role and have been unsuccessful on this occasion.