  
**STRICTLY CONFIDENTIAL**

**APPLICATION FOR A SUPPORT POSITION**

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| As one of the largest employers in the area Millfield recognise the benefits derived from investing in people. The School staffing process is governed by principles of non-discrimination and is designed to achieve the best match between the individual’s knowledge and skills, experience and character, and the requirements of the vacant post. The information requested on this application form is required to access your suitability for the job. In compliance with the Data Protection Act 1998 the information or data which you have supplied may be processed and held on computer and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation, or any other reason will form no part of the selection process. Please complete this form in BLACK ink or typescript as it may be photocopied. If any sections are not applicable mark them N/A. Unless specified, completed applications should be returned, either by post to the Human Resources Department, Millfield School, Street, Somerset, BA16 0YD or email [recruitment@millfieldschool.com](mailto:recruitment@millfieldschool.com).  You may wish to include an accompanying CV but please ensure the application form is completed in full. |

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| **Post Applied For:** |  |
| **How did you learn about this vacancy?**  ***(If introduced by a Millfield staff member please confirm name)*** |  |

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| --- | --- | --- | --- | --- |
| **Surname:** |  | | **Title:** |  |
| **First Name(s):** |  | | | |
| **Maiden Name:** |  | **Any other surname used?** |  | |
| **Address:** |  | **Tel No (day):** |  | |
| **Tel No (evening):** |  | |
| **Mobile:** |  | |
| **Post Code:** | **Email:** |  | |
| **Date of Birth:** |  | **Place of Birth:** |  | |
| **Nationality:** |  | **NI No:** |  | |

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| **Do you have the right to work in the UK?** | YES | NO |
| **Have you lived and/or have worked overseas in the last 10 years?**  ***If yes, please provide further details including the period of time you were overseas and the location/s.*** | YES | NO |
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| **Please give details of any holiday you have booked including dates:** |  |
| **Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed:** |  |

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| **FULL EMPLOYMENT HISTORY (please place most recent first leaving no gaps)**  In the education sector we have a responsibility to safeguard children and young adults in our care. Under current legislation we are required to obtain full employment and education history including dates. **Please ensure that all gaps in your employment or education history since the age of 16 are explained. Please use a continuation sheet if necessary (if handwritten please ensure the continuation sheet is signed and dated).** | | | | | | | | |
| Name and address of employer: | Duties and responsibilities: | | | | | | | |
| Job title: | From: (mm/yy) | | To:  (mm/yy) | | | Reason for leaving: | Leaving salary: | |
|  |  |  | |  |
| Name and address of employer: | Duties and responsibilities: | | | | | | | |
| Job title: | From: (mm/yy) | | To:  (mm/yy) | | | Reason for leaving: | Leaving salary: | |
|  |  |  |  | |
| Name and address of employer: | Duties and responsibilities: | | | | | | | |
| Job title: | From: (mm/yy) | | To:  (mm/yy) | | | Reason for leaving: | | Leaving salary: |
|  |  |  |  | |
| Name and address of employer: |  | | | | | | | |
| Job title: | From: (mm/yy) | | To:  (mm/yy) | | | Reason for leaving: | Leaving salary: | |
|  |  |  | |  |

**EDUCATION HISTORY**

(please place most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | School/College/University | Details of Course/subjects | Qualification |
| **From**  **mm/yy** | **To**  **mm/yy** |  |  |  |

**Proof of all qualifications declared will be required at interview stage, as will proof of identity in the form of an original passport.**

**DETAILS OF TRAINING COURSES ATTENDED**

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| --- | --- | --- | --- |
| Date | Course attended | Course details | Qualification (if any) |
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| If appointed, when could you start? | | | | | |
| Do you hold a current driving licence? | Yes | No | Do you have any driving convictions? | Yes | No |
| Driving Licence Number: | | | | | |
| **EVIDENCE OF YOUR SUITABILITY FOR THE VACANCY**  Please carefully read the further details for this vacancy, you should then provide details of the relevant skills, abilities, experience, and knowledge which will enable you to carry out this role effectively. These maybe gained from work experience (paid or unpaid), life, education, training and hobbies or interests. | | | | | |
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## REFEREES

Please give the names and addresses of two persons from whom confidential references may be obtained. One of these must be your current employer (if currently unemployed it must be your previous employer) and one must be from the last time you worked with children. If you have never worked with children, the second reference can be from a previous employer or a character reference (character references must be from a person of professional standing e.g. doctor, police officer, lawyer etc.). Referees should not be associated with the School or a family member.

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|  | **Reference 1** | **Reference 2** | |
| **Name of Referee:** |  |  | |
| **Address of Establishment:** |  |  | |
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|  |  |  | |
| **Postcode:** |  |  | |
| **Email:** |  |  | |
| **Tel No:** |  |  | |
| **Relationship to you:** |  |  | |
| **Please note it is our practice to contact referees on all shortlisted candidates, unless requested not to. Please confirm if you are happy for us to contact them before interview?** | | | Reference 1: YES/NO  Reference 2: YES/NO |

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| **Declaration** | |
| I declare, that to the best of my knowledge, the information given in this application form is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or my dismissal. | |
| Signed: | Date: |
| If you are sending this application to the School via email please note that in the absence of your signature, the emailing of this application constitutes your personal certification that the details are correct. | |