



## Support Staff Application Form

Please complete all sections

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application information				
Position applied for		Where did you see the post advertised? Please specify the publication or website below:		
Personal details				
Title	Forename	Middle name		
Surname		Previous name(s)		
National Insurance no.		Date of Birth		
Address inc. postcode		Nationality		
		Mobile no.		
Telephone no.		Email address		
If you are related to any current employees, pupils or governors of Brighton College UK or Internationally, please state their name and the nature of your relationship:				
Current Employment				
Present Employer				
Address				
Job Title and brief summary of duties		Salary		
		Length of Service		
		Notice period required		
Employment History (most recent first): Please ensure that you note all gaps in employment and detail the reasons for these e.g. travelling, looking after children etc				
Employment dates		Employer (inc. address)	Position held	Reason for leaving
From m/y	To m/y			

Employment dates		Employer (inc. address)	Position held	Reason for leaving
From m/y	To m/y			

**Please continue on a separate sheet if necessary**

### References

Please give the contact details of three referees, one of whom must be your most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed to work with children. References will not be accepted from relatives OR from people writing solely in the capacity of friends. Please note that any previous employer may be approached for a reference.

Name	
Address	
Phone number	
Email address	
Job title	
Capacity known	
Can this referee be contacted prior to an invitation to interview?	Yes No

Name	
Address	
Phone number	
Email address	
Job title	
Capacity known	
Can this referee be contacted prior to an invitation to interview?	Yes No

Name	
Address	
Phone number	
Email address	
Job title	
Capacity known	
Can this referee be contacted prior to an invitation to interview?	Yes No

**Education, Qualification and Training (most recent first)**

University/College/ School	Qualification	Grade	Dates of attendance	
			From	To

**Please continue on a separate sheet if necessary**

**Other skills: please list any other skills, hobbies or interests relevant to the post**

*A letter of application containing an account of your suitability for the post should accompany this form.*

**Overseas checks: if you have lived abroad for a period of three months or longer within the last five years, please state the dates and country/ies below (e.g. France 09/2013 - 02/2014) and be aware that you will need to provide the College with a Police Certificate of Good Conduct from the country/ies.**

## **DBS Checks, Social Media and Declarations**

DBS: Providing false information is an offence and could result in your application being rejected, summary dismissal if you have been appointed, and referral to the police. Should you be appointed to a post, an enhanced disclosure will be requested from the Disclosure and Barring Service. The College reserves the right to conduct a search of social media as part of the application process.

Have you included either of the following in a sealed envelope marked confidential for the attention of the Assistant Bursar?

- Details of any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)\*\*
- Anything you would like the College to know in advance of any online search that may be carried out prior to an interview

Yes

No

N/A

I hereby declare that I am not on the DBS barred list (List 99), disqualified from working with children, or subject to sanctions imposed by any regulatory body. e.g. the Department for Education (DfE), and have no convictions, cautions, reprimands, warnings or bind-overs other than those disclosed to the Assistant Bursar where applicable.

I declare that the information given on this application form is true and accurate.

Signed:

Date

*Please tick box if you do not want your information shared with the Brighton College family of schools:*

Please note:

- This post is exempt from the Rehabilitation of Offenders Act (1974). A criminal record will not necessarily be a bar to obtaining a position with Brighton College; the College's policy is available on request.
- If you are currently working with children (on a paid or voluntary basis) your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired.
- Your date of birth is necessary so that Brighton College may verify the identity of all applicants. The College does not discriminate on the grounds of age.
- Brighton College is an equal opportunities employer.

*\*\*The amendments to the Exceptions Order (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: <https://www.gov.uk/government/publications/dbs-filtering-guidance>*