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**APPLICATION FORM FOR SUPPORT COLLEAGUES**

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Please send the completed form by post or email to:

Miss Kate Dorey, The Ladies’ College, Les Gravées, St Peter Port, Guernsey, GY1 1RW

[recruitment@ladiescollege.ac.gg](mailto:recruitment@ladiescollege.ac.gg)

If you require any assistance in completing this form, please contact Kate who will be happy to help.

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| **PERSONAL DETAILS** | |
| Surname | Title *(Mr/Mrs/Miss/Ms/other)* |
| Forenames | Any previous surnames |
| Present Address |  |
| Nationality |
| Postcode | QTS (if applicable) |
| Telephone *(day)* | Date of Teaching Qualification (if applicable) |
| Telephone *(evening)* | When available to start |
| Mobile | Email *(home)* |

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| **DETAILS OF CURRENT EMPLOYMENT** | |
| Position | Full time/Part time  *(Please circle)* |
| Name of Company/School | Starting Date at this Company/School |
| Address | Notice Required |
| Postcode | May we contact you at work?  Yes/No *(Please circle)* |
| Telephone | Email *(work)* |
| Description of Duties | |

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| **PREVIOUS EMPLOYMENT**  *Please give below details of* ***all*** *your previous employment (and explain any gaps), giving month and year of start/end, starting with the most recent. Add an additional sheet if necessary.* | | | | |
| Name of Company/School | Post Held | Start Date *(mm/yy)* | End Date *(mm/yy)* | Reason for leaving |
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| **EDUCATION AND QUALIFICATIONS** | | | | | | | | |
| Secondary School(s) attended | | | | | | Start Date | End Date | |
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| Date | GCSEs/O levels | Grade |  | Date | A levels / Other | | | Grade |
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| University/College Degree & any Other Professional Qualifications | Start Date | End Date | Subject | Qualification | Class/Grade |
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*Applicants invited for interview will be asked to bring with them their original certificates to confirm the information given above.*

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| **INTERESTS AND ACTIVITIES**  *Please list your interests and activities, including details as appropriate* |
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| **REASON FOR APPLYING**  *Please indicate your reasons for applying and your interest in this position.* |
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| **SAFEGUARDING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND SELF-DISCLOSURE** |
| The Ladies’ College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an Enhanced Disclosure and Barring Service (DBS) check and must be able to prioritise the well-being of young people in our care.  In advance of the above checks taking place, should there be any information which you wish to disclose as part of your application, please provide this in a separate envelope marked ‘Confidential Self-Disclosure’ and enclose with your completed Application Form.  **Self-Disclosure provided?**  YES/NO (please indicate) |

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| **OTHER** |
| *Please provide details of any connection to existing employees or Governors (e.g. family, friendship or relationship – personal or professional)* |
| *Please provide details* ***of additional employment and personal business interests (or those of a member of your immediate family or some other close personal connection) which may conflict with the role for which you are applying at the College.*** |
| Please provide details of any other information which you feel may be relevant to this application |
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**REFERENCES**

*Please give names and details of two persons to whom reference may be made as to qualifications and character. One should be your current employer, if applicable (or your last employer if you are currently not working). If you are not currently working in a school, then one referee should ideally be the last employer where you worked with children/young people. For students, one referee should be from your college, or teacher training institution. Relatives, or people writing solely in the capacity of friends, may not be referees.*

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| --- | --- |
| FIRST REFEREE (CURRENT EMPLOYER) | SECOND REFEREE |
| Name | Name |
| Position | Position |
| School/company | School/company |
| Address | Address |
| Telephone | Telephone |
| Email | Email |
| May we contact this person without checking with you first?  Yes/No *(Please circle)* | May we contact this person without checking with you first?  Yes/No *(Please circle)* |

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| **CURRENT OR LAST SALARY DETAILS**  *To help with the assessment of salary please indicate below your present or last (if now unemployed), gross annual salary, and give details of any allowances above the normal scale salary. If you have progressed on to the Upper Pay Scale, please advise which point you are on.* | | |
| Basic Salary  £ | Allowances  £ | Gross Salary  £ |

**Declaration:**

*I confirm that all the information on this application form is correct to the best of my knowledge and belief. I understand that an appointment is dependent on the necessary checks and references, including an enhanced police check with the Disclosure & Barring Service. By signing this application, I am confirming that I am willing for such checks to be carried out. I understand that if I have provided any false or misleading information my application may be rejected or I may be summarily dismissed (if appointed).*

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| Signed | Date |

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| **PLEASE INDICATE HOW YOU BECAME AWARE OF THE ADVERTISEMENT FOR THIS POST** | | | | | |
| The Ladies’ College website |  | Guernsey Press |  | TES website |  |
| The Ladies’ College social media |  | Word of mouth |  | Other |  |

**Equal Opportunities**

**The Ladies’ College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.**

**Safeguarding**

**The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening which includes an enhanced criminal records bureau check and online searches (in line with Keeping Children Safe In Education guidance) and be able to prioritise the well-being of young people in our care.**

**It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

**As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.**

**Data Protection**

**This data has been requested by The Ladies’ College exclusively for the purpose of recruitment. The Ladies’ College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.**