



BARNARD CASTLE SCHOOL

Application for IT Support Assistant

Before completing this form please read the application form guidance notes enclosed

Personal Details

Title:	Surname:	Forename(s):
Former name(s) (including maiden name):		Preferred name:
Address:		Telephone numbers:
		Daytime:
		Evenings:
		Mobile:
Postcode:		E-mail:
How long have you lived at this address?		
If less than 5 years please provide all previous addresses for the past 5 years		
Address:		Address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:
Date of birth:		Age last birthday (optional):
Nationality:		National Insurance Number:
Marital status:		Children:

Do you have a current full UK driving licence? (Please tick)	Yes		No	
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Which is the most convenient way to contact you?
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Career History and Education

Please provide full details of all positions held and of all training, further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current employment, followed by most recent previous employments. In each case please provide the reason for leaving employment.

Please provide full explanations for any periods not in employment, education or training.

Present Employment

Name of employer:	Current post held:
Address:	Date of appointment:
	Current or last salary:
	Details of any employment benefits:
	Notice required:
Postcode:	Details (with dates) of previous posts held in present school:
E-mail:	

Previous Employment (most recent first)

Name & Address of Employer	Details of post held & Reason for leaving	Period of Service		Full/Part Time
		From MM/YY	To MM/YY	

Educational Record (secondary school)

Name of School/College	Qualifications Gained Those gained in the sixth form should include all grades	From MM/YY	To MM/YY

Educational Record (post-secondary school)

Full name of Educational Establishment	Title of Course and Qualification Gained (please include class and division of degrees)	From MM/YY	To MM/YY	Full/Part Time

Please provide details of any gaps in your education/employment history eg. Gap year, career break.

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Additional Qualifications

Please provide details, with dates, of additional qualifications gained including membership of any professional bodies:

Award/Qualification	Date Obtained	Grade (If Appropriate)

Professional Development

Please provide details, with dates, of professional relevant courses attended in the last 5 years:

Award/Qualification	Date Obtained	Grade (If Appropriate)

Absence from work

Over the last three years, please give brief details of absence, with reasons, that you have had from work which has lasted more than three consecutive days.

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Time overseas

Please provide details with dates of any periods of extended time spent outside the UK.

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Personal Statement

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

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Interests and Achievements

Please provide details of any interests or significant personal achievements.

Please provide full details of any family/close connections or relationships to existing employees, volunteers, Governors or pupils at Barnard Castle School.

If you require any assistance or adjustments to attend the interview please provide details.

Referees

Please provide at least two professional referees. One referee should be your current or most recent employer.

Name:	Job title:
Address:	E-mail:
	Relationship to applicant:
	Day Telephone :
Postcode:	Evening Telephone :
	Mobile Telephone :

Name:	Job title:
Address:	E-mail:
	Relationship to applicant:
	Day Telephone :
Postcode:	Evening Telephone :
	Mobile Telephone :

Name:	Job title:
Address:	E-mail:
	Relationship to applicant:
	Day Telephone :
Postcode:	Evening Telephone :
	Mobile Telephone :

Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

Declaration

As the position for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. **Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Director of Operations.** If you would like to discuss this beforehand, please telephone in confidence to the Head or the Director of Operations for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (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. www.gov.uk/db

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have the right to work in the UK	YES/NO
I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those as 'spent', must be declared.	
Have you been convicted by the courts of any criminal offence?	YES/NO
Is there any relevant court action pending against you?	YES/NO
Have you ever received a caution, reprimand or final warning from the police?	YES/NO
If you have answered 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ' CONFIDENTIAL for the attention of the Headmaster or Director of Operations only ' with your Application Form.	
I have not been disqualified from working with children, am not named on List 99 or the Protection of Children Act List (PoCA), am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council).	

I declare that the information given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.	
Signature	Date.....

Once complete, this form, an accompanying C.V. and letter of application should be posted or e-mailed to:

Mrs. S. Metcalf
Director of Operations
Barnard Castle School
Barnard Castle
Co Durham
DL12 8UN

smm@barneyschool.org.uk

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

Barnard Castle School is an equal opportunities employer and the appointment will be made without regard to age, disability, ethnicity, marital status, sexual orientation, religion or belief.