

**Application for Graduate/Gap Assistant**

Name of Applicant:

Position Applied for:

**Completing your application form**

* Please complete the Application Form in full. It is an essential part of our selection process, and the information you give will help us to select candidates for interview.
* Ensure you study the Job Description and the Person Specification for this position.
* Please include a Letter of Application, on no more than two sides of A4 paper, stating your personal qualities and experience that you believe are relevant to your suitability to the post, and how you meet the Person Specification on the Job Description. This information will be used for short-listing candidates.
* You are welcome to include any other detail that you feel is relevant to your application, but we do not accept submission of CVs.
* References will be obtained prior to interview unless specifically requested not to do so.
* Please return to the address shown below or by email. All applications received by Godolphin School are handled in accordance with the requirements of the General Data Protection Regulation 2018.

Email: [hr@godolphin.org](mailto:hr@godolphin.org)

Post: HR Department, Godolphin School

Milford Hill, Salisbury, Wiltshire, SP1 2RA

*Godolphin School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An ‘online search’ will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children’s Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.*

1. **Personal information**

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | Forenames: |
| Address:  Postcode: | | Tel No (Home): |
| Tel No (Work): |
| Mobile No: |
| Email: |
| Nat. Insurance No: |
| Previous Surname: | |  |

**ELIGIBILITY TO WORK IN THE UK:**

Do you have permission to work in the UK? **Yes/ No**

If you are not a British national, please indicate in what capacity you are in the UK:

**POSITIVE ABOUT DISABILITY:**

Godolphin Schoolis positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview.

If you consider that the provisions of the Equality Act 2010 apply to you, please tick the box.

If you require assistance at any stage of the process, please contact the HR Manager, telephone: 01722 430569 or email: [hr@godolphin.org](mailto:hr@godolphin.org)

Are you related to a Governor or employee of Godolphin School? **YES / NO**

If yes, please provide:

Name: ………..………………………………………….……. Relationship: …………..…………….…………………………….

Are you a parent or carer of a child in Godolphin? **YES / NO**

**Candidate Ref \_\_\_\_\_\_\_\_\_**

**(for office use only)**

1. **Education** Please explain any gaps in education in section 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last school attended | Dates (approx)  From To | | Achievements and Awarding Body | Grade |
|  |  |  |  |  |
| Further Education attended | Dates (approx)  From To | | Achievements and Awarding Body | Grade |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other awards and courses in last four years | | | | |
| College, Education Centre or Institution | Dates  From To | | Award/Course Title and Qualification | |
|  |  |  |  |  |

1. **Periods when not in education**

Please give details of any gaps and the reasons for them.

|  |  |  |
| --- | --- | --- |
| Start date | Finish date | Reason |
|  |  |  |

1. **Hobbies and interests**

Please detail below your hobbies and interests

|  |
| --- |
|  |

1. **Employment**

Please provide a **full** history of employment and explain gaps between employments or between finishing training and first employment. **Continue on a separate sheet if necessary.**

**CURRENT/LAST EMPLOYER:**

|  |  |  |
| --- | --- | --- |
| Organisation Name: | | |
| Line Managers Name: | | Line Managers Email: |
| Address  Postcode | Position held: | |
| Starting date: | |
| Leaving date: | |
| Current/leaving Salary: | |
| Responsibilities: | | |
| Reasons for leaving or seeking alternative employment: | | |
| Notice period: | | Permission to obtain reference:  **YES / NO** |

**PREVIOUS EMPLOYMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s **Name,** **Address** (Most recent first) and **Contact Email for references** | Job Title & brief description of duties | Date  From/to  MM/YYYY | Reason for leaving |
| Name/Address: |  |  |  |
| Email: |
| Name/Address: |  |  |  |
| Email: |
| Name/Address: |  |  |  |
| Email: |

1. **Medical**

Successful candidates will be asked to provide a pre-employment self-declaration of fitness for the post.

Godolphin School operates a non-smoking policy.

1. **Additional information**

Please tick as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| Yes No | | | |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.    The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  If you have answered **yes**, supply details of all convictions in a sealed envelope marked “confidential” and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |  |  |  |
| Do you have a current driving licence? |  |  |  |
| Do you have any driving licence endorsements? |  |  |  |
| If yes, please specify  Godolphin policies and procedures on Safeguarding Children (Child Protection), and Recruitment, Selection and Disclosure can be found on our School website. | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |
|  | | | |
|  |  |  |  |
|  | | | |

1. **Education/employment/personal referees**

Please provide the names and address of two education or one education and one work related referees

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name | |
| Address  Postcode |  | Address    Postcode | |
| Tel.No |  | Tel No | |
| Email |  | Email | |
| Occupation & professional relationship to applicant |  | Occupation & professional relationship to applicant | |
| Please provide the name and address of one personal referee (not family) | | | |
| Name |  |  |  |
| Address  Postcode |  |  |  |
| Tel No. |  |  |  |
| Email: |  |  |  |
| Number of years known & relationship to applicant |  |  |  |

**9. Declarations**

I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started and possible referral to the police.

\* I have not been disqualified from work with children (Disqualification from Childcare) or vulnerable adults or subject to sanctions imposed by a regulatory body e.g., GTC. I understand that it is an offence to apply for a role in regulated activity with children if I have been barred from engaging in regulated activity relevant to children.

\* I have no declarable convictions, cautions, or bind overs **OR** I attach details of my record, as above.

\* I understand that if successful I shall be subject to enhanced clearance through the Disclosure and Barring Service.

\* I understand that Godolphin School is authorised to obtain references on short-listed candidates and may approach current/previous employers for information/verification before interview, and that an ‘online search’ will be conducted on short-listed candidates.

\* I understand that my current employer will be asked about disciplinary offences relating to children, including any where the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing); also, whether I have been the subject of any child protection concerns and the outcome of any enquiry/disciplinary procedure.

\*I understand that providing false information is an offence, and could result in my application being rejected, or in summary dismissal if I have been selected; also in possible referral to the police.

\* I agree that the organisation may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business. I release the School and my referees from any liability caused by giving and receiving information.

\* Any offer of employment is subject to receipt of satisfactory references, medical assessment and enhanced Disclosure and Barring Service checks where applicable. Godolphin Schoolreserves the right to recover from any applicant/ employee any costs incurred as the result of the employment of someone who has submitted an application form (or other evidence of experience, etc.) containing false claims.

Signed ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy statement** – please tick the box below if you give permission:

* I give permission for the School to keep my application form and any other papers on file for the 12-month period defined in our recruitment policy if this application is unsuccessful, as per our Recruitment Policy.

**For office use only**

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**EQUAL OPPORTUNITIES MONITORING INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Godolphin Schoolwill seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.  In order to help the School monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below: This information is confidential and does not form part of your application. **This page will be detached from your application form upon receipt and the information will not be taken into account when making the appointment.**  If you are successful at interview and take up employment with the School the equal opportunities information you have provided will be held and maintained in accordance with the Data Protection Act 2018.  Application for the post of:  ……………………………………………………………………..……  Date of Birth:  ……………………………………….………………………….………... | |  | For more details, please contact the Disability Rights Commission www.drc.org.uk | |
|  | **Internal Applicants Only:** |  |
|  | Is this a promotional opportunity for you? |  |
|  | Yes |  |
|  | No |  |
|  | **Ethnic Origin:** |  |
|  | **White:** |  |
|  | British |  |
|  | Irish |  |
| Any other white background |  |
| **Mixed:** |  |
| White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
|  | Any Other Mixed Background |  |
|  | **Asian or Asian British:** |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Any Other Asian Background |  |
| **Black or Black British:** |  |
| Caribbean |  |
| African |  |
| Any Other Black Background |  |
| **Other Ethnic Group:** |  |
| Chinese |  |
| Any Other Ethnic Background |  |
| Prefer not to say |  |
|  | **Religion & Belief:** |  |
| **Gender:** |  |  | Agnostic |  |
| Male |  |  | Atheist |  |
| Female |  | Baha’i Faith |  |
| **Sexual Orientation:** |  | Buddhism |  |
| Heterosexual |  | Christianity |  |
| Bisexual |  | Hinduism |  |
| Gay/Lesbian |  | Islam |  |
|  |  | Jainism |  |
| Prefer not to say |  | Judaism |  |
| **Disability:** |  | Sikhism |  |
| Do you consider yourself to have a disability under the Equality Act 2010? A disability is defined as a “physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities” | | Zoroastrianism |  |
| Other |  |
| None |  |
| Prefer not to say |  |
|  |  |
| Yes |  |  |  |  |
| No |  |  |  |  |
| Prefer not to say |  |  |  |  |
|  |  |  |  |  |