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| **Part A: Personal Information** | |
| **Data Protection Act** | This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document, you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. |

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| **Position applied for:** | Admin Assistant – Part-time / Fixed Term |
| **School** | Anglo Portuguese School, 25 Courthouse Way, London SW18 4QG |

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| **Personal details** | | |
| **Title:** Click or tap here to enter text. | **First name:** Click or tap here to enter text. | **Surname:** Click or tap here to enter text. |
| **Current address** *(including postcode)* | Click or tap here to enter text. | |
| **Telephone numbers** | **Work:** Click or tap here to enter text. | **Home:** Click or tap here to enter text.  **Mobile:** Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. | |
| **Teacher Reference Number (DfE number) and date QTS achieved** *(if applicable)* |  | |

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| **Current employment** | | |
| **Name & address of employer** | Click or tap here to enter text. | |
| **Post held** | Click or tap here to enter text. | |
| **From (mm/yy):** Click or tap to enter a date. | | **To: (mm/yy)** Click or tap to enter a date. |
| **Main responsibilities** |  | |
| **Current salary** *(Teachers: please also provide spine point & allowance)* |  | |

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| **Previous employment – most recent first** *(Please use additional sheets if required)* | | | | |
| **Name & address of employer** | **Position held and main responsibilities** | **From (mm/yy)** | **To (mm/yy)** | **Reason for leaving** |
|  | Click or tap here to enter text. |  |  |  |
|  | Click or tap here to enter text. |  |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |  | Click or tap here to enter text. |

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| **Please account for any gaps in employment below:**  Click or tap here to enter text. |

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| **Qualifications**  **Professional and personal development – most recent first** *Please include details of any relevant training courses that are relevant to this post,in the last five years.* | | | |
| **Name of provider (school, college, university)** | **Examination, Course title, and/or accreditation (grade)** | **From (mm/yy)** | **To (mm/yy)** |
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| **Education history - most recent first** *Please list your education history (secondary school onwards) (please use additional sheets if required)* | | | |
| **Institution** | **From (mm/yy)** | **To (mm/yy)** | **Qualification attained/subject including grades** |
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| **Part B: Meeting the Specification** | | | |
| Data protection: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document, you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. | | | |
| **Supporting statement** *This section forms the main body of your application. Please explain why you’re applying for this post and what skills and experience you can bring (please refer to the job description and how you meet the requirements set out in the person specification in your answer, using additional sheets if required).* | | | |
| Click or tap here to enter text. | | | |

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| **Referees** *Please provide detail of two referees, one of whom must be your current or most recent employer. Please let your referees know that you’ve listed them as a referee as references will be requested for shortlisted candidates prior to interview. References from relatives or people acting solely in the capacity of friends will not be accepted. If you are currently working in a school, one of your named referees should be your current Headteacher.* | | | | |
| **Referee 1** | | | | |
| **Name** |  | | | |
| **Position/ job title** |  | | | |
| **Organisation** |  | | | |
| **Relationship to you** |  | | | |
| **Address** |  | | | |
| **Telephone no:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | | |
| **Are you happy for us to contact this referee prior to interview?** | | | Yes | No |
| **Referee 2** | | | | |
| **Name** |  | | | |
| **Position/ job title** |  | | | |
| **Organisation** |  | | | |
| **Relationship to you** |  | | | |
| **Address** |  | | | |
| **Telephone no:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | | |
| **Are you happy for us to contact this referee prior to interview?** | | | Yes | No |

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| **Part C: Personal Data** | | | |
| **Personal data** | | | |
| **Where did you hear about this vacancy?** | School’s website  TES online  Word of mouth  Other – please state  Click or tap here to enter text. | | |
| **Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?** | Yes | If **Yes** please specify (e.g. ground floor venue, sign language, interpreter, audiotape etc):  Click or tap here to enter text. | |
| No |
| **Data Protection** | | | |
| The information collected throughout this form, is for the purposes of the recruitment and selection procedures. When you complete this document, you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. | | | |
| **Disclosure and Barring** | | | |
| We are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. 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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy statement.  If you have lived or worked outside of the UK in the last five years, we may require additional information in order to comply with safer recruitment requirements. | | | |
| **Childcare Disqualification** | | | |
| In some educational settings, there is a requirement for some staff to disclose relevant information. The information disclosed will be treated as strictly confidential. We will also use the DBS check to ensure we comply with the Childcare Disqualification Regulations. | | | |
| **Prohibition from Teaching and/or management** | | | |
| We will check that anyone to be employed to carry out teaching work is not subject to a teacher prohibition order or interim prohibition order issued by the Secretary of State. Where appropriate, we will check whether restrictions or sanctions have been imposed by an EEA regulating authority. For management posts, we will check whether a section 128 direction has been made. | | | |
| **Right to work in the UK** | | | |
| We will require you to provide evidence of your right to work in the UK. | | | |
| **Notes** | | | |
| * It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a ‘regulated position’. * A pre-employment medical questionnaire will be required. A medical examination may be required. * We have a duty to protect the public funds we administer. To this end, we may use the information you share as part of this recruitment process for the purposes of prevention and detection of fraud. We may therefore share this information for such purpose with statutory bodies responsible for auditing or administering public funds. * Should your application be unsuccessful, the details you have supplied will be retained by us for six months unless you specifically request that this should not be the case. | | | |
| **Declaration** | | | |
| I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.  I understand that information given on this form may be used in accordance with Data Protection as set out above.  I agree to provide, when requested, such evidence as may be required to enable all necessary checks to be carried out. | | | |
| **Signed:** | | | **Date:** |

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| **Equalities monitoring information (to be detached before shortlisting)**  We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.  This information will not be used during the selection process. It will be used for monitoring purposes only. | | | |
| **Date of birth: DD/MM/YYYY** |  | | |
| **Gender** | Female  Male | Transgender  Other | Prefer not to say |
| **Sexual orientation** | Bisexual  Heterosexual  Homosexual man | Homosexual woman  Other | Prefer not to say |
| **Religion or belief** | No religion  Buddhist  Christian | Hindu  Jewish  Muslim | Sikh  Other  Prefer not to say |
| **Ethnic origin** | **White**  ☐British  ☐Irish  ☐Gypsy/Roma  ☐Traveller of Irish heritage  ☐Any other White background | **Asian or British Asian**  ☐Bangladeshi  ☐Indian  ☐Pakistani  ☐Chinese  ☐Any other Asian background | **Black or Black British**  ☐African  ☐Caribbean  ☐Any other Black background |
|  | **Mixed**  ☐White and Asian  ☐White and Black African  ☐White and Black Caribbean  ☐Any other mixed background | **Other Ethnic groups**  ☐Arab  ☐Any other ethnic group | ☐Prefer not to say |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | ☐Yes (please provide information below)  ☐ No  ☐Prefer not to say | | |
| **Disability** | ☐Physical impairment  ☐Sensory impairment  ☐Learning disability/difficulty | ☐Long-standing illness  ☐Mental health condition  ☐Developmental condition | ☐Other  ☐Prefer not to say |

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| **Declaration**  The information contained in this form is true and accurate. If after the appointment, the application is found to be misleading or inaccurate or is deemed to have any material omission, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| **Signed:** |  | **Date:** |  |

\*Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview.