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| **APPLICATIon form** | | | | | | | | | | | | | | | | | |
| **Role** | | | | | Attendance Support Leader | | | | | | | | | | | | |
| **Data protection notice** | | | | | | | | | | | | | | | | | |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent. * We must process it to comply with our legal obligations.   Please complete all sections of this form using black ink or type. | | | | | | | | | | | | | | | | | |
| 1. **personal details** | | | | | | | | | | | | | | | | | |
| **Title** | | | | Mr/Mrs/Miss/Ms/Mx | | | | | **First name** | | | | |  | | | |
| **Surname** | | | |  | | | | | **Previous surnames** | | | | |  | | | |
| **NI number** | | | |  | | | | |  | | | | |  | | | |
| 1. CONTACT DETAILS | | | | | | | | | | | | | | | | | |
| **Address** | | | |  | | | | | **Postcode** | | | | |  | | | |
| **Phone number** | | | |  | | | | | **Email address** | | | | |  | | | |
| 1. RIGHT TO WORK | | | | | | | | | | | | | | | | | |
| ARC Schools will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application form, you agree to provide such evidence when requested. | | | | | | | | | | | | | | | | | |
| **Do you have the right to work in the UK?** | | | | Yes  No | | | | | **If yes, please state on what basis** | | | | | UK citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa  Other | | | |
| **If you ticked ‘Other’ please provide details here** | | | | | | | | |  | | | | | | | | |
| 1. **Time spent living and/or working overseas** | | | | | | | | | | | | | | | | | |
| If you’ve lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks). We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check. * The length of time you’ve spent in or out of the UK.   If you’ve lived or worked outside of the UK in the last 5, the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course. | | | | | | | | | | | | | | | | | |
| **Have you lived or worked outside of the UK in the last 5 years?** | | | | | | | | | Yes  No | | | | | | | | |
| 1. **Disclosure and barring & recruitment checks** | | | | | | | | | | | | | | | | | |
| ARC Schools are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and ARC Schools privacy notice.  In line with KCSIE 2024 requirements we conduct an online search as part of our safer recruitment procedures. | | | | | | | | | | | | | | | | | |
| **Do you have a DBS certificate?** | | | | Yes  No | | | | | **DBS certificate number** | | | | |  | | | |
| 1. **relationship to Arc Schools** | | | | | | | | | | | | | | | | | |
| Please list any personal relationships that exist between you and any member of ARC Schools community, either staff or student. If you have a relationship with an employee, this does not necessarily prevent them from acting as a referee for you. | | | | | | | | | | | | | | | | | |
| **Name** | | | | | | | **Role** | | | | | **Relationship to you** | | | | | |
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| 1. **current employment details** | | | | | | | | | | | | | | | | | |
| **Name and address of employer** | | | | | | | | |  | | | | | | | | |
| **Job title** | | | |  | | | | | **Start date** | | | | |  | | | |
| **Contract** | | | | Permanent  Temporary | | | | | **Hours** | | | | | Full-time  Part-time | | | |
| **Notice period** | | | |  | | | | | **Salary** | | | | |  | | | |
| **Key duties and responsibilities** | | | | | | | | |  | | | | | | | | |
| **Reason for leaving** | | | | | | | | |  | | | | | | | | |
| 1. **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | | | | |
| Please provide details of all previous employment since leaving school, including voluntary work. List the most recent employment first. Explain any gaps in employment and the reasons for them in section 9. | | | | | | | | | | | | | | | | | |
| **Name and address of employer** | | | | | | **Job title** | | | | **Start date** | | | **End date** | | | **Reason for leaving** | |
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| 1. **EMPLOYMENT GAPS** | | | | | | | | | | | | | | | | | |
| Please provide details of any employment gaps since leaving school and give the reasons for the gap, e.g. travelling, caring for family etc. | | | | | | | | | | | | | | | | | |
| **Start date** | | **End date** | | | | | | **Reason for employment gap** | | | | | | | | | |
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| 1. **EDUCATION AND QUALIFICATIONS** | | | | | | | | | | | | | | | | | |
| Please provide details of your education from secondary school onwards. You’ll be required to produce evidence of qualifications. | | | | | | | | | | | | | | | | | |
| **Date** | **Name and location of school, college, university or awarding body** | | | | | | | | | | **Qualifications gained** | | | | | | **Grade** |
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| 1. **TRAINING AND PROFESSIONAL DEVELOPMENT** | | | | | | | | | | | | | | | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. | | | | | | | | | | | | | | | | | |
| **Date** | | | | **Course title** | | | | | **Course provider** | | | | | **Qualification obtained** | | | |
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| 1. **ADDITIONAL INFORMATION** | | | | | | | | | | | | | | | | | |
| Please provide any additional information relevant to this application in the space below. You may wish to discuss additional skills or relevant special interests. | | | | | | | | | | | | | | | | | |
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| 1. **DRIVING LICENCE** | | | | | | | | | | | | | | | | | |
| Do you have a valid driving licence? | | | | | | | | | Yes  No | | | | | | | | |
| 1. **REFERENCES** | | | | | | | | | | | | | | | | | |
| Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee. The school reserves the right to seek any additional references we deem appropriate.  Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. | | | | | | | | | | | | | | | | | |
| **Reference 1 – Current or previous employer** | | | | | | | | | | | | | | | | | |
| **Name of referee** | | | |  | | | | | **Name of organisation** | | | | |  | | | |
| **Role** | | | |  | | | | | **Address** | | | | |  | | | |
| **Email address** | | | |  | | | | | **Phone number** | | | | |  | | | |
| **May we contact this referee prior to interview?** | | | | | | | | | Yes  No | | | | | | | | |
| **Reference 2 – Other suitable person** | | | | | | | | | | | | | | | | | |
| **Name of referee** | | |  | | | | | | **Name of organisation** | | | | | |  | | |
| **Role** | | |  | | | | | | **Address** | | | | | |  | | |
| **Email address** | | |  | | | | | | **Phone number** | | | | | |  | | |
| **May we contact this referee prior to interview?** | | | | | | | | | Yes  No | | | | | | | | |

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| 1. **COVERING LETTER** | | | |
| Please attach an accompanying letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. This information should comfortably sit within one digital page of A4 with size 11 typeface. | | | |
| 1. **MEDICAL FITNESS DECLARATION** | | | |
| Please confirm that you are mentally and physically fit to undertake the post as per the job description and person specification. | | | |
| **I confirm that I am mentally and physically fit to undertake the post as per the job description and person specification** | | Yes  No | |
| 1. **SIGNATURE AND DATE** | | | |
| **Signature** |  | **Date** |  |
| This form should be emailed back to the HR team on [hr@thewhitehouseschool.org](mailto:hr@thewhitehouseschool.org) with your covering letter. Please use the subject heading: Confidential – Job Application. Applications will only be accepted if this form is completed in full. | | | |