Employment Application Form: Support Staff

Internal use only

Reference no:

Date received:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

|  |  |
| --- | --- |
| Vacancy Job Title | Office Manager |

Part 1: Information for Shortlisting and Interviewing

Initials: A. L Surname or Family Name: Miller

Previous Surnames: Tyrrell

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

1. Current/Most Recent Employment:

|  |  |
| --- | --- |
| Name, and address of employer | CGPN (Contract provider)  Maple Surgery  Bar Hill  Cambridge |
| Job title  Please enclose a copy of the job description, if possible | Deputy Practice Manager  **Please see letter attached with job description.** |
| Date appointed to this post | Appointed Deputy Practice Manager June 2023, started with the surgery June 2019. |
| Current salary | £23,543.52 |
| Date available to begin new job | Early January 2025 |

1. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Please enclose a continuation sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title or position | Name and address of school, other employer, or description of activity | Number on roll and type of school, if applicable | Full or part-time | Dates (DD/MM/YYYY) | | Reason for  leaving |
| From | To |
| Reservations Supervisor | **Hallmark Hotel**  **Bar Hill**  **Cambridge**  I worked in a busy Reservations, Meetings and Events office at the hub of the Hallmark hotel in Cambridge. My duties include speaking to customers at the highest of standards on the telephone, answering emails, booking overnight accommodation into our internal booking system, whilst maximising our room rates. My more recent role has included managing group bookings of 9+ more rooms, this starts from the clients very first phone call, to sending out word document contracts, dealing with every aspects to special requests, inputting rooming lists, ensuring payment is received and allocating rooms. My other duties include preparing a daily (weekday) revenue and sales report to liaise upcoming business with managerial staff, so we can manage the hotel and stall more efficiently. |  | Part time | June 2018 | May 2019 | My time ended at the hotel as I was offered a Job at the Doctors surgery, which offered more desirable hours to fit around my young family. |
| Receptionist | **Cambridge Regional college**  I was the Evening Receptionist at Cambridge Regional College for 6 years; I worked part- time over a 4 day week and worked with a team for half of my shift then as a lone worker for the remainder. My duties included answering the telephone calls, greeting visitors, offering support to parents and students, enrolling evening student ID badges, offering support to the team when staff was on annual leave or off sick. Safeguarding students was very important and we offered support when needed, whilst staying professional at all times. Working as a lone Receptionist you always had to be on guard for every eventuality |  | Part time | October 2020 | March 2016 | I left to have my baby and was a stay at home mum for 2 years. |
| Assistant Revenue Manager | **Garden house Hotel Cambridge**  I started working as a Switchboard Operator, answering telephone calls, my career progressed through the company, I trained on Reception, and then eventually moving to the sales office as a Reservationist, I went onto a Supervisory role to finally the Assistant Revenue manager. My duties included answering the telephone, booking overnight reservations, group reservations, staff rotas, the day to day running of the office. I would have stayed with the company longer but unfortunately the hotel got sold and my position was made redundant. |  | Full time | Sept 2001 | June 2009 | I would have stayed with the company longer but unfortunately the hotel got sold and my position was made redundant. |
| Shelf filler | **The Bodyshop**  **Cambridge**  I started working at the Bodyshop as work experience at the age of 15, after my two weeks work experience the manager offered me a part time Saturday job, to fit around my school hours. My duties included filling up the stock on the shop floor, pricing items, cleaning and helping with stock take. |  | Part time | June 1998 | August 2001 | When my college course came to an end I was looking for a full time job and applied at the Garden house hotel. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Secondary Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Examination passed (i.e. A-Level, GCSE), subject and grade |
| **St bedes comprehensive church school** | September 1994 | June 1999 | GCSE-  English Literature C English Language D English Speaking & Listening B Art B Maths D Geography D |

1. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of FE college, university or awarding body | Dates | | Full or part-time | Qualifications obtained |
| From | To |
| NVQ – on the job training | January 2006 |  | Part time | Customer Service Level 2 certificate NVQ |

1. Other Relevant Experience, Interests and Skills

|  |
| --- |
| I have worked in a Customer service based role for over 24 years, I am friendly, approachable and understanding, I work hard to maintain a positive relationship with all clientele and provide efficient and a positive attitude. I offer support in my working environment with a positive moral at all times. I am professional and organised and thrive in a customer based role. I am married with children and have a close family and we enjoy spending quality time together.  My other interests are baking, self-taught baker, I enjoy baking in my spare time for friends and family. I love to travel and visit new places. |

1. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

|  |  |
| --- | --- |
| Title and name: | Sophie Ladds |
| Address and postcode: | CGPN (Head office)  Maple surgery  Bar Hill  Cambridge CB238EU |
| Telephone number: | 07758391442 |
| Email address: | Soph1456@hotmail.co.uk |
| Job title: | Services and delivery partnership manager |
| Relationship to applicant: | Current Employer |

I consent to this reference being requested before interview.

Yes**:**  No:

Second Referee

|  |  |
| --- | --- |
| Title and name: | Catherine White |
| Address and postcode: | Milton Surgery  87 coles Road  Milton, Cambs CB24 6BL |
| Telephone number: | 01223 420511 |
| Email address: | Catherine.white47@nhs.net |
| Job title: | Practice Manager |
| Relationship to applicant: | Previous Practice Manager |

I consent to this reference being requested before interview.

Yes:  No:

1. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate
* Details of the applicant’s current post and salary
* Performance history
* All formal time-limited capability warnings which have not passed the expiration date
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below, I consent to my named referees being contacted in accordance with the above.

|  |  |
| --- | --- |
| Sign | A Miller |
| Print | Alexa Miller |
| Date | 15th November 2024 |

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

THIS PAGE IS INTENTIONALLY BLANK

Part 2 Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

|  |  |
| --- | --- |
| Surname or family name | Miller |
| Previous surname(s) | Tyrrell  Moore |
| Forenames | Alexa Louise |
| Title | Mrs |
| Current address | 104 Hollytrees  Bar Hill  Cambridge |
| Postcode | CB23 8SG |
| Home telephone number |  |
| Mobile telephone number | 07583140587 |
| National insurance number | JP 93 87 89 B |
| Email address | mooretyrrells@gmail.com |
| DfE reference number |  |
| Do you have a current full clean driving licence?  Only applicable for posts that require driving | Yes:  No:  N/A: |
| Do you require sponsorship (previously a work permit)? | Yes:  No:  If YES please provide details under separate cover. |

1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the School’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). The School may also carry out an online search on shortlisted applicants.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

1. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our UCPS GDPR Privacy Policy: How we use school workforce information and UCPS Data Retention Policy which are available on request.

The person responsible for Data Protection in our organisation is Amy White, School’s Designated Data Protection Lead and you can contact them with any questions relating to our handling of your data. You can contact them by email dataprotection@universityprimaryschool.org.uk.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website [www.ico.org.uk](http://www.ico.org.uk).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

1. Notes

(a) Under the Criminal Justice & Courts Services Act 2000 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”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

1. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| Signature of applicant: | A Miller |
| Print name: | Alexa Miller |
| Date: | 15th November 2024 |

THIS PAGE IS INTENTIONALLY BLANK

Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR) as outlined in section 13.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity** | **Workforce census code** | | **Please tick** |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

|  |  |  |
| --- | --- | --- |
| **Sexual orientation** | **Please**  **tick** | |
| Bi-sexual | |  | |
| Gay man | |  | |
| Gay woman | |  | |
| Heterosexual | |  | |
| Other | |  | |
| Prefer not to say | |  | |

|  |  |
| --- | --- |
| **Gender** | **Please**  **tick** |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Personal relationship** | **Please**  **tick** |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Religion or belief** | **Please tick** |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Please write in the box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Disability**  **Do you consider that you have a disability?** | **Please tick** |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  | |
| My disability is: | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long-standing illness |  |
| Other |  |
| Prefer not to say |  |

THIS PAGE IS INTENTIONALLY BLANK