



Davenant Foundation School

Nurturing, Mind, Body & Spirit

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APPLICATION FORM – SUPPORT STAFF

Please complete in BLOCK CAPITALS

SECTION 1 – PERSONAL DETAILS

Application for the post of: _____

Title: _____ Surname: _____

Forename(s): _____ Previous Surname: _____

Address: _____

Postcode: _____

Telephone No: _____ Mobile No: _____

Email Address: _____ National Insurance No: _____

SECTION 2 – EDUCATION/QUALIFICATIONS

Schools/Colleges attended	From		To		Qualifications Gained	Date awarded
	MM	YY	MM	YY		

SECTION 3 – CURRENT EMPLOYMENT

Present Employer: _____

Address of Employer: _____

Position/Duties: _____ Date of Appointment: _____

Present Salary/Wages: £ _____ Notice required by your employer: _____

Name of Superannuation Scheme (if any): _____

SECTION 6 – REFERENCES

Have you any objections to your present employer being approached? YES/NO

One referee should be your present employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

a) _____	b) _____
_____	_____
_____	_____
_____	_____
_____	_____

Telephone number: _____

Telephone Number: _____

E-mail address: _____

E-mail address: _____

DISCLOSURES

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:

- they have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- they 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.
- they are subject to any prohibitions relevant to the role

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 notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

Safer Recruitment Declaration

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Signature: _____ Date: _____

NOTES FOR APPLICANTS

- Canvassing by or on behalf of an applicant whether directly or indirectly is forbidden.
- You must declare any family or close relationship to existing employees or employers (including governors) prior to interview.

Davenant Foundation School fully complies with information legislation. For the full details on how we use your personal information please see the school's website or call 0208 508 0404 if you are unable to access the internet.