Surname (in block capitals)

Elizabeth College

APPLICATION FORM FOR POST OF MAINTENANCE WORKER

When completed this form should be returned to:

The Bursar's Secretary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY no later than noon on Monday 16 March 2015

1. Contact details

| Full Name: | | | | |
|--|-------------------|---------------------------------|--|--------------|
| | | | | |
| | | | (please underline the name (s) by which you like t | to be known) |
| Former Surnames: | | | (picase underfine the name (s) by which you fixe t | o oc known) |
| Former Surnames: | | | | |
| | | | (i d d d b b | |
| G | | | (e.g. maiden name or where there has been any previous char | nge of name) |
| Current Address: | | | | |
| | | | | |
| | | | | |
| | | ъ. | 1 | |
| | | Post | tcode: | |
| Previous address: | (if resident at o | urrent address for less than fi | ive years, please provide previous addresses during this period) | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Date of birth: | | | | |
| 3.6 1.10 | | Namel on/o one of abili | :C | |
| Marital Status: | Married /Single | Number/ages of child | aren 11 any: | |
| Telephone No: | | N | Mobile No: | |
| E-mail address: | | I | Do you have any long-term disability or illness? | ES / NO |
| How much notice do you have to give your current employer? | | | | |
| | , | F - J | | |

2. Details of all academic/vocational qualifications

| Qualification | Subject/area of study | Awarding body/institution | Class/grade awarded |
|---------------|-----------------------|---------------------------|------------------------|
| | | | awarded |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

3. Employment history

Please use the continuation sheet at the back if necessary.

| Employer and post held | Reason for leaving | End date |
|------------------------|------------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Employer and post held | Employer and post held Reason for leaving |

| Please give informa | er interests and activities ation about any interests, hobbies or activities in which you are involved. stinuation sheet at the back if necessary. | |
|---------------------|---|--|
| | | |
| | | |
| | | |
| | | |
| | | |

| 5. Your interest Please state why you are | 1n this post applying for this post and say what particular attrib | utes, qualities or special areas of interest or e | xpertise you would bring to it. |
|---|--|---|---------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 7. Health D | Declaration | | |
| Please use the ta in the past 10 ye | able below to indicate any significars. | cant illnesses or period of ab | sence from work you have had |
| Date | Nature of illness | | Duration |
| | | | |
| | | | |
| | | | |
| | any reason, on the grounds of p sponsibilities of this post? | hysical or mental health, why YES NO | |
| If yes, please inc | dicate the reason in the space bel | ow. | |
| | | | |
| | | | |

8. The welfare, protection and safety of pupils

Elizabeth College is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to agree to a CRB Check. As part of our selection process candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates' suitability for working with children and their previous experience in such roles.

CHILD PROTECTION

Elizabeth College has a statutory obligation to safeguard and promote the welfare of its pupils. Accordingly, we require all new appointees to answer the following question. Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on any list which names those who may not be employed in schools?

YES / NO

(Please delete as appropriate)

REHABILITATION OF OFFENDERS

The post for which you are applying involves substantial opportunity of access to children, which as in the UK is exempt from the *Rehabilitation of Offenders Legislation*. We therefore require you to declare any convictions, cautions or bind-overs you may have had, regardless of how long ago and even if they would otherwise be regarded as "spent". You are also required to declare any outstanding case(s) against you. You should be aware that the School will institute its own checks. Please submit information in confidence, enclosing details in a separate sealed envelope. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.

I have nothing to declare

I enclose a confidential statement

(Please delete one of the statements as appropriate.)

| Signed | Date |
|----------------------------------|---|
| 8. Referees | |
| in the past, one referee must be | of two referees - one should be your current / most recent employer. Where you are not currently working with children but have done so from the employer with whom you most recently worked with children. Note that references will not be accepted from relatives or from pacity of friends. Note that referees may be contacted by telephone and will be invited to submit confidential written references. |
| First referee | |
| Name: | |
| Job title: | |
| Address: | |
| | |
| | Post code |
| Telephone number: | Mobile number: |
| E-mail address: | |
| Second referee | |
| Name: | |
| Job title: | |
| Address: | |
| | |
| | Post code |
| Telephone number: | Mobile number: |
| E-mail address: | |