



VRANCH HOUSE



IMPORTANT NOTICE

All posts at Vranch House are exempt from the Rehabilitation of Offenders Act 1974. As such any and all convictions, cautions and bind-overs, including those regarded as 'spent' MUST be declared at the end of this form. All posts at Vranch House are regulated activities under the 2006 Safeguarding Vulnerable Groups Act and all new employees must have Disclosure and Barring Service (DBS) Clearance. It is a criminal offence, punishable by up to five years in prison, for a barred individual to take part in a regulated activity for any length of time.

Application for The Post of: **Lunch Time Support Assistant**

Name:

Date of Birth:

Address:

Telephone Number:

Qualifications:

Are you:

A Qualified Teacher registered with the GTC and have you proof of registration and a DfES reference number? **YES / NO** **DfES Registration Number:**

A Qualified Physiotherapist registered with the HPC? **YES / NO**

HPC Registration Number:

A member of any other professional body with proof of registration?

Details of Further Education:

Experience relevant to the advertised post (how do you meet the specification?):

Complete Employment History (current employment *FIRST*, with dates back to the date you left school and include the dates of any further education and training courses):

Please add any further detail which you feel would be of interest or use this space to add to previous sections:

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details below:

Names and Addresses of *TWO* Referees (one Referee must be your last or present employer and no Referee should be a member of your family or a friend writing as a friend):

Date you could start work if appointed:

Personal Declaration

Have you ever been convicted of any offence or “bound-over” or given a caution? YES / NO

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Are you related to any Employee, Trustee, Director or Governor of Vbranch House? YES / NO

If you have answered yes to any of the above two questions, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.

Are you medically fit to take up the post as advertised? (Note: failure to make an accurate disclosure could result in your dismissal if you are appointed)

YES / NO

Number of days of absence due to sickness in the last 12 months (you should NOT complete this unless you are short-listed for the position when you will be asked this question and invited to complete this section at interview):

I understand that if my application is successful I will be required to obtain Disclosure and Barring Service (DBS) Clearance at the appropriate level.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed: Date:

Print name:

*This form should be accompanied by a hand written letter of application together with a stamped and addressed envelope and should be returned to **The Head Teacher, Vbranch House, Pinhoe Road, Exeter, Devon, EX4 8AD.***