



APPLICATION FOR THE POST OF

LUNCHTIME SUPERVISOR

Please include all applicable information on this form, do not submit a CV as this will not be considered.

When completed this form should be returned by post or email to:

## Mrs Lauren Lihou, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY E: HR@elizabethcollege.gg

As soon as is reasonably possible, and no later than noon on Monday 13 May 2024.

**If you require assistance in completing this form, please contact Lauren who will be happy to help.**

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Full name *(please underline the name(s) by which you like to be known)*: | |
| Former surnames *(eg maiden name or where there has been any previous change of name)*: | |
| Title: Mr / Mrs / Miss / Ms / Other: | Teacher Reference Number (TRN): |
| Address *(including post code)*: | |
| Telephone *(mobile)*: | Email: |
| Current salary: | Length of notice period: |
| Do you hold a current British Passport/ the right to work in the UK?  YES / NO | If YES – please advise on what basis: |
| Do you have the right to reside and work in Guernsey?  YES / NO | If YES – please advise on what basis: |
| If you have a disability or impairment and would like us to make adjustments or arrangements to assist, should you be shortlisted for this role, please state the arrangements you would require: |  |

1. **ACADEMIC & PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| Secondary school(s) attended | Start date  *(MM/YYYY)* | End date  *(MM/YYYY)* | A levels/Other | Grade |
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| University/College  Other Awarding Body | Start date  *(MM/YYYY)* | End date  *(MM/YYYY)* | Qualification & Subject | Class/Grade |
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1. **CAREER HISTORY**

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| Starting with the current/most recent, please supply (in chronological order) details of employment, self-employment and any periods of unemployment *since the age of sixteen*. Please give in each case the reasons for leaving each employment. If you have lived and/or worked abroad in the last 5 years for a period of 6 months or more, you will be asked to provide a Certificate of Good Conduct or similar as appropriate. **Please provide, where appropriate, explanations for any periods not in employment, self-employment, training or further/higher education.** | | | | |
| Start date  *(MM/YYYY)* | End date  *(MM/YYYY)* | Name of School/Organisation | Post held | Reason for  leaving |
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1. **GAPS IN EMPLOYMENT**

Please use the table below to explain all gaps in employment, providing specific information about dates and activities where applicable.

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1. **PROFESSIONAL DEVELOPMENT & TRAINING**

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| Please give details of any relevant training you have undertaken in the past three years | | |
| Date  *(MM/YYYY)* | Course title or description | Course provider |
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1. **OTHER INTERESTS & ACTIVITIES**

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| Please give information about any interests, hobbies, or activities in which you are involved. |
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1. **YOUR INTEREST IN THIS POST**

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| Using the Selection Criteria and other information included within the Particulars of Vacancy, please demonstrate, using examples, your suitability for the position for which you are applying. Please include your reasons for applying for and interest in this position. Should you need additional space the box will expand as you type. Alternatively, please attach a separate continuation sheet. **DO NOT ATTACH A CV AS IT WILL NOT BE CONSIDERED.** |
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1. **THE WELFARE, PROTECTION & SAFETY OF STUDENTS**

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| --- | --- |
| Elizabeth College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. The successful candidate will be required to undergo child protection screening, including an Enhanced DBS 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** | |
| Are you subject to any sanctions such as prohibition from teaching or management of a school, or have you been, at any time, barred from working with children or young people or been placed on the Barred List, which names those who may not be employed in schools? | YES / NO |
| **REHABILITATION OF OFFENDERS** | |
| The post for which you are applying is exempt from Rehabilitation of Offenders Legislation. We, therefore, require you to declare any convictions (spent or unspent), cautions or bind-overs you may have had, regardless of how long ago, as well as any outstanding cases against you, in any country in line with the law as applicable in England and Wales. Please indicate if you have anything to declare, including any overseas information. | YES / NO |
| **ADDITIONAL INFORMATION** | |
| Do you have any connection to existing employees or Directors of Elizabeth College (personal or professional)? | YES / NO |
| **If you have answered YES to any of the above questions, please provide details in a separate statement submitted in an envelope marked – *CONFIDENTIAL SELF-DISCLOSURE.* If submitting the form by email, details should be included in the covering email.** | |

1. **REFEREES**

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| Please give the contact details of two referees - one should be your current/most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer with whom you most recently worked with children. Note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. Note that referees may be contacted by telephone and will be invited to submit confidential written references, and that we will contact referees in advance of your interview unless you request otherwise. Referees will be asked questions, which includes details about whether you have been the subject of any safeguarding concerns. | |
| **FIRST REFEREE (Current/most recent employer)** | **SECOND REFEREE** |
| Name: | Name: |
| Position: | Position: |
| School/Organisation: | School/Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Length of time known: | Length of time known: |

1. **DECLARATION**

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| *I confirm that the information given on this application form, and any supplementary information provided, is accurate to the best of my knowledge and belief. I understand that an appointment is dependent on completion of the Elizabeth College standard employment checks and receipt of satisfactory references. By signing this declaration, I am confirming that I am willing for such checks to be carried out, and that it is an offence to apply for this role if barred from engaging in regulated activity with children. I understand that if I provide any false or misleading information, or deliberately omit any relevant information, I could be summarily dismissed (if appointed).* | | | | | | |
| **Signed** | | | **Date** | | | |
| **Please note: if you sign this form electronically, you will be asked to sign a hard copy in person if you are shortlisted.** | | | | | | |
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| **PLEASE INDICATE HOW YOU BECAME AWARE OF THE ADVERTISEMENT FOR THIS POST:** | | | | | | |
| Elizabeth College website |  | Guernsey Press | |  | TES website |  |
| Word of mouth |  | Other: | | | | |