

Support Staff

**Employment Application Form**

Please ensure you complete **all** sections of the application. CVs are not accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police.

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

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| **Position Applied For:** |  |
| **Please state where you saw this job advert.** |  |

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| **1. PERSONAL INFORMATION** | |
| **Title:** |  |
| **All Forenames:** |  |
| **Surname or Family Name:** |  |
| **Current Address:** |  |
|  |
| **Postcode:** |  |
| **Home Telephone No:** |  |
| **Mobile Telephone No:** |  |
| **Email:** |  |

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| **2. CURRENT / MOST RECENT EMPLOYMENT** | | |
| *Please list below your employment history, starting with the most recent. Include details of employment on a temporary contract or via an employment agency. It is vital that any gaps in your employment history are fully explained.* | | |
| **Name of current or most recent school / employer:** | |  |
| **Position held & salary:** | |  |
| **Address:**  ***(including postcode)*** | |  |
| **Telephone Number:** | |  |
| **Date appointed to current post:** | |  |
| **Date of availability if appointed:** | | **Notice period for resignation:** |
| **Main Duties & Responsibilities:** |  | |
| **Reason For Leaving:** |  | |

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| **3. 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 period not in employment or education/training, and reasons for leaving employment.* | | | | | |
| **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 Time or Part-**  **time** | **Employment Date**  **(DD/MM/YYYY)** | |
| **From** | **To** |
|  |  |  |  |  |  |
| **Main Duties & Responsibilities:** |  | | | | |
| **Reason For Leaving:** |  | | | | |
| **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 Time or Part-**  **time** | **Employment Date**  **(DD/MM/YYYY)** | |
| **From** | **To** |
|  |  |  |  |  |  |
| **Main Duties & Responsibilities:** |  | | | | |
| **Reason For Leaving:** |  | | | | |
| **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 Time or Part-**  **time** | **Employment Date**  **(DD/MM/YYYY)** | |
| **From** | **To** |
|  | | | |  |  |
| **Main Duties & Responsibilities:** |  | | | | |
| **Reason For Leaving:** |  | | | | |

Please enclose a continuation sheet, if necessary.

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| **4. EDUCATION AND QUALIFICATIONS** | | | | |
| **Further / Higher Education** | | | | |
| Please provide any details of any recognised qualifications or course attended which are relevant to the job  application. | | | | |
| **Name of**  **University/College** | **Subject** | **From**  **(MM/YYYY)** | **To**  **(MM/YYYY)** | **Qualifications**  **obtained** |
|  |  |  |  |  |
| **Secondary Education and Qualifications – GCSE’s and A-Levels (or equivalent)** | | | | |
| **Name of Secondary**  **School** | **Examinations passed** | **GCSE/ a Level** | **year** | **Grades** |
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**Membership of professional bodies / Professional registration**

**4. EDUCATION AND QUALIFICATIONS**

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| **5. Relevant Skills and competencies** |
| *Please use this section to describe your particular skills, abilities, knowledge and experience* ***relevant to this post.*** *To help you, please give specific examples and evidence to show clearly how you meet the selection criteria set out in the person specification.* |

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| **6.Other relevant experience, interests and activities** |
| *Please give information about any interests/ hobbies or activities in which you are involved and how these would support the extra-curricular programme.* |

*Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent head teacher 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 child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.*

**7. REFERENCES**

|  |  |
| --- | --- |
| **Reference 1:**  *(From present or most recent Head teacher or equivalent person)* | |
| **Title and Name of Referee:** |  |
| **Position held:** |  |
| **Name and Address of organisation:** |  |
| **Work Email:** |  |
| **Telephone Number:** |  |
| **Relationship to applicant:** |  |

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| **Reference 2:**  *(Preferably another employer. If you are a recent graduate, this may be from your tutor. Referees may not be family members or from people writing solely in the capacity of friends)* | |
| **Title and Name of Referee:** |  |
| **Position held:** |  |
| **Name and Address of organisation:** |  |
| **Work Email:** |  |
| **Telephone Number:** |  |
| **Relationship to applicant:** | . |

**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.

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

**Reference 1:** YesNo

**Reference 2:** Yes No

Where you have specifically indicated that you have not given consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.

**8.**

**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 any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) 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 are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to disclose your criminal record on an “Invitation to Interview” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. 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.

**9. DATA PROTECTION**

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. 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. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

**10. NOTESOTES**

1. 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”.
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
3. 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.
4. 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.

**11. DECLARATION ECLARATION**

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 post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 9 above, and in particular that checks may be carried out to verify the contents of my application form.

# Signature of Applicant:

**Print Name**

# Date: ………………………………………………………



**Equality and Diversity Monitoring**

**This section will be separated on receipt.** 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 e quality 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 fully confidential and access is strictly limited in accordance with the Data Protection Act.

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| **Ethnic Group Workforce Census Code Please X** | | | |
| 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 | Other Asian background |  |
| Black or Black British | BCRB | Black - Caribbean |  |
| BAFR | Black - African |  |
| BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| OOTH | Any other ethnic group |  |
| REFU | Refused/Prefer Not to Say |  |

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| **Sexual Orientation Please X** | |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

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| **Gender Please X** | |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |
| Personal Relationship | **Please X** |
| Single |  |
| Living Together |  |
| Civil Partnership |  |
| Prefer not to say |  |

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

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| **Disability Please X**  *Do you consider that you have a disability?* | |
| 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 |  |