

CONFIDENTIAL
SUPPORT STAFF APPLICATION FORM

Please use black ink/ print when completing this form

1. Application for the post of (as advertised)

at (School)

2. Last Name

First Names

Title

Any Previous Last Names

Address

Post Code:

Daytime
Tel No.

Evening /Mobile
Tel No.

E-mail

Equality Act 2010

Do you require any adjustments in order for you to able to carry out this particular role? YES/NO

If yes, please provide details:

Do you require any adjustments in relation to the interview process? YES/NO

If yes, please provide details:

3. Education and qualifications (Secondary, Further/Higher)

Establishment (name and town)	Dates		Qualifications and Grade	Date Awarded	
	From	To			

4. Job Related Training (including membership of professional institutes, vocational and non-vocational courses)

Institute/Courses Studied	Dates		Standard or Level Achieved	Date Awarded	
	From	To		From	To

5. Employment history

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

Current employer

Employer's name/dept

Address

Postcode

Post held

Date
appointed

Salary
(Actual)

Hours
worked

Salary
(FTE)

Grade (if
applicable)

Other allowances

Notice period

Reason for leaving

6. Previous experience (most recent employer first). Please include details of gaps in employment here.

Employer's name and type of business:				Post Held:
Date				
From		To		
Month	Year	Month	Year	Reason for leaving

Employer's name and type of business:				Post Held:
Date				
From		To		
Month	Year	Month	Year	Reason for leaving

Employer's name and type of business:				Post Held:
Date				
From		To		
Month	Year	Month	Year	Reason for leaving

Employer's name and type of business:				Post Held:
Date				
From		To		
Month	Year	Month	Year	Reason for leaving

7. Reasons for applying for this post

8. Statement in support of your application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

9. References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

(1) Present Employer	(2)
Name	Name
Address	Address
Tel No (<i>inc. STD code</i>)	Tel No (<i>inc. STD code</i>)
Fax No	Fax No
Email address	Email address
Occupation	Occupation

10. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exemptions 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 on the Disclosure and Barring Service website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf

Please complete the following questions, taking into account the DBS filtering guidance

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended in 2013). YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
- Copies of the Trust policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The School will request that you show them your certificate. They will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Trust abides by the DBS Code of Practice and Keeping Children Safe in Education (DfE, 2014) which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Act. By signing this application form you give your consent to this.

11. Where did you see the advertisement for this post?

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12. Further information and declaration

Do you hold a full UK driving licence?

YES

NO

Would you have use of a car for work?

YES

NO

Would you require sponsorship (previously a work permit) to take up this post

YES

NO

National insurance number

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a governor, or senior employee of the school or Trust
YES/NO

If YES, please state the nature of the relationship and the name of the governor or senior employee.

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

September 2017

Equalities Monitoring Form

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

School:

Post applying for:

Name:

Date of Birth:

Gender: Male Female

Nationality: British Irish
 Other EU country Other Non EU country

Ethnicity:

Please indicate your ethnic origin:

- | | | |
|---|---|--|
| A White | B Mixed | C Asian & Asian British |
| <input type="checkbox"/> British | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Irish | <input type="checkbox"/> White & Black African | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Other White background * | <input type="checkbox"/> White & Asian | <input type="checkbox"/> Bangladeshi |
| | <input type="checkbox"/> Other Mixed background * | <input type="checkbox"/> Other Asian background * |
| D Black & Black British | E Chinese or other group | |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Arab | <input type="checkbox"/> I do not wish to disclose
my ethnic origin to
the school or Trust |
| <input type="checkbox"/> African | <input type="checkbox"/> Any other ethnic group * | |
| <input type="checkbox"/> Other Black background * | | |

* Please indicate any other ethnic background:

Sexual Orientation:

Please indicate your sexual orientation:

- Heterosexual Transsexual Bisexual
- Gay Lesbian Other
- I do not wish to disclose my sexual orientation to the school or Trust

Disability

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability?

- Yes No I do not wish to disclose my disability data to the school or Trust

Thank you for completing this form.

**Please return in a sealed envelope with your application form
stating your name, post applying for and the School to which you are applying.**

**The above information will not be shared with the selection panel prior to interview.
This information will be retained, confidentially, and used for payroll/ monitoring purposes.**