|  |  |  |
| --- | --- | --- |
| **Application Form  Support Staff Appointments** | |  |
| **Post Applied for** |  |
| **Post Reference** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Surname Name |  | Previous Surname(s) |  |
| Forenames |  | Title |  |
| Date of Birth |  |  | |
| Address |  | | |
|
| Contact Number 1 |  | Contact Number 2 |  |
| Which number can you be contacted on during the day ? **Contact 1/Contact 2/Both** (Please delete as appropriate) | | | |
| NI Number |  |  |  |
| Email Address |  | Do you require a work permit to work in the UK ? | Yes No (delete) |
| Are you subject to any legal restrictions in respect of your employment? | | | Yes No (delete) |
| Are you related or have a close personal relationship with any pupil, employee or governor? If yes please give further details below | | | Yes No |
| **Details:** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present Employment** | | | | |
| Post Title | |  | Dates Employed:  (including months) |  |
| School Name | |  | | |
| School Address | |  | | |
| Employers Name | |  | | |
| Employer Address | |  | | |
|
| Salary | |  | Allowances/Benefits |  |
| Notice Period | |  | Reason for Leaving |  |
| Key Duties | |  | | |
| **References** (One reference should be your current employer) | | | | |
| Please give details of two referees who are able to comment on your suitability for the role, **one of whom must be your present or most recent employer**. References from **friends and relatives are not acceptable.** We reserve the right to contact any of your previous employers. References will be sought should you be shortlisted for the role. | | | | |
| Name |  | | Name |  |
| Organisation Address |  | | Organisation Address |  |
|
| Contact Number |  | | Contact Number |  |
| Email |  | | Email |  |
| Job Title |  | | Job Title |  |
| Relationship to  Applicant |  | | Relationship to  Applicant |  |

|  |  |  |
| --- | --- | --- |
| **Education / Qualification and Training** | | |
| Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify. | | |
| **Dates**  **From / To** | **Establishment /Awarding Body** | **Qualification and Grade** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Membership of Relevant Organisations** | | |
| **Date of Membership** | **Professional Body/Association** | **Membership Level** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Relevant Professional Development in the last 5 years** | | | | |
| **Dates Achieved** | **Organising Body** | **Subject** | **Award** | **Duration** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment ( Most recent first)** | | | | |
| Starting with the most recent first, please give a continuous employment history from leaving full time education including part time, full time and unpaid work. Do not include the details provided in present employment of the application form. Continue on a separate sheet if necessary. **CVs will not be accepted.** | | | | |
| Name of employer, address job title, salary and benefits | Dates of employment months and year | Employment status  Permanent/ fixed term/ fulltime/ part time. | Duties | Reasons for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please add more lines if required

|  |  |
| --- | --- |
| **Break in Employment (If required please detail)** | |
| **Dates From / To** | **Reason for Break** |
|  |  |
|  |  |

|  |
| --- |
| **Personal Statement - outline why you should be considered for this role.** |
| **Please illustrate how you meet the criteria of the person specification and your ability to meet the job description (please continue on a separate page).** |

|  |
| --- |
| **Additional Information, if required (Max 500 Words)** |
| **Please detail any further information you feel is relevant to your application that has not already been already covered on this application.** |
|

|  |
| --- |
| **Additional Information** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. If you are shortlisted for interview you will be required to complete a self - disclosure form prior to interview. Guidance about whether a conviction or caution should be disclosed on the self-disclosure form can be found on the Ministry of Justice website.  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks, including Disclosure and Barring service check.  If you have lived or worked outside of the UK for 3 months or more in the last 10 years, a Certificate of Good Conduct will be required.  **Have you lived or worked outside of the UK for 3 months or more in the last 10 years?**  YesNo  Please indicate if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.**…………………………………………………………………………………………………………………** |

|  |
| --- |
| **General Data Protection Regulations** |
| The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. For further information please see our privacy notice which is available on our website. |

|  |  |
| --- | --- |
| **Applicant Declaration** | |
| I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to this School using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information. | |
| I understand that if I don’t tell you about any relationships with any employees, pupils or governors of this School, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice. | |
| I can produce the original documents of my qualifications, prior to any appointment | |
| I understand that any canvassing, directly or indirectly, will be a disqualification. | |
| I understand I am required to provide documents proving eligibility to work in the UK, prior to appointment. | |
| I am prepared to undergo a medical examination, prior to any appointment if considered necessary. | |
| I have read and understood the above statement regarding declaration of convictions, cautions, reprimands and bindovers. If I have any to declare I will supply written details of them when requested. | |
| **Signature …………………………………………** | **Date …………………………………………** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monitoring Section** | | | | | | | | |
| **Post Applied for:** |  | | | | **Post Reference** | |  | |
| It would be really helpful if you could complete this section for us. The School is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process. | | | | | | | | |
| **1)** **How would you describe your ethnicity?**  (a) White (b) Mixed (c) Asian & British Asian  British  White and Black Caribbean  Indian  Irish   White and Black African  Pakistani  Any Other White  White and Asian  Bangladeshi  Background \*  Any Other Mixed Background\*  Any Other Asian  Background\*  \*(please write in below) \*(please write in below) \*(please write in below)   |  |  |  | | --- | --- | --- | |  |  |  |   (d) Black or Black British (e) Chinese or other ethnic group (f) Gypsy/Traveller  Caribbean  Chinese  Irish Traveller  African  Any Other ethnic group\*  Romany Gypsy  Any Other Black background\*  Any Other  Background\*  \*(please write in below) \*(please write in below) \*(please write in below)   |  |  |  | | --- | --- | --- | |  |  |  |   Prefer not to state  **2)** **My sex is Male**  **Female**  **Prefer not to state**  **3) My date of birth is (DD/MM/YY)** **Age:**  **4) The Equality Act 2010 defines disability as:**  *'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'*  I consider myself to be  Disabled  Non Disabled  Prefer not to state  **5) My religion is:**    Buddhist  Christian (all denominations)  Hindu  Jewish  Muslim  Sikh  None  Prefer not to state  Other  Please specify  **6) My sexual Orientation is:** Bi-sexual  Gay  Lesbian  Heterosexual  Transgender  Prefer not to state  Other  Please specify  **7) My Nationality is:**   |  | | --- | |  | | | | | | | | | |
| **Family Name** | |  | | **Forenames** | |  | | |
| **Office Use Only** | | Short listed | Interviewed | | | | | Appointed |