

Please complete the form in black ink.



## Employment Application Form : Support Staff

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. 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. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

<b>Vacancy Job Title</b>	
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**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

1. INITIALS \_\_\_\_\_ SURNAME OR FAMILY NAME \_\_\_\_\_
2. LETTER OF APPLICATION Please enclose a letter of application.
3. CURRENT / LAST EMPLOYMENT

<b>Name and address of employer</b>	
<b>Job title</b> <i>Please enclose a copy of the job description, if possible</i>	
<b>Date appointed to current post</b>	
<b>Current salary</b>	
<b>Date available to begin new job</b>	

4. **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. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
4.1						
4.2						

4. FULL CHRONOLOGICAL HISTORY (Cont'd)

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
4.3						
4.4						
4.5						
4.6						
4.7						

Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)

Name of School/College	From	To	Qualifications Gained

**5. FURTHER OR HIGHER EDUCATION**

**Any recognised qualifications or courses attended which are relevant to the job application**

Name of FE College or University or Awarding Body	Dates		Full or Part-time	Qualifications Obtained
	From	To		

**6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

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This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

10. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of Birth	
11. Email address	
12. National Insurance Number	
13. Have you ever been barred or restricted from working with children?	Yes          No If YES give details separately under confidential cover
14. Do you have a current full driving licence?	Yes          No
15. Are you subject to any legal restrictions in respect of your employment in the UK?	Yes          No If YES please provide details separately
16. Do you require a work permit?	Yes          No If YES please provide details separately
Are you related to or have a close personal relationship with any pupil, employee, or governor?9+	Yes          No If YES give details separately under confidential cover
17. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes          No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

**11. ETHNIC GROUP**

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

Please tick the relevant box		✓
<b>WHITE</b>	British	
	Irish	
	Any other White background	
<b>ASIAN or ASIAN BRITISH</b>	Bangladeshi	
	Indian	
	Pakistani	
	Any other Asian background	
<b>BLACK or BLACK BRITISH</b>	African	
	Caribbean	
	Any other Black background	
<b>CHINESE</b>	Chinese	
<b>ANY OTHER MIXED BACKGROUND</b>	Mixed White and Asian	
	Mixed White and Black African	
	Mixed White and Black Caribbean	
	Any other Mixed background	
<b>DO NOT WANT TO BE RECORDED</b>		
<b>NOT OBTAINED</b>		

**12. REFEREES**

Give here details of two people who can provide an employment reference. The first referee should normally be your present or most recent employer. If you are not currently working with children, but have previously done so, then please provide a referee from your most recent employment involving children. Referees will be asked about any current disciplinary record, and, if appropriate, any disciplinary record relating to children, which may include matters which are "time expired", and whether you have been the subject of any child protection concerns. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**Please note: References will be called for if we invite you for interview. If this will cause you any concern please advise us immediately.**

**First referee**

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

**Second referee**

<b>Title and Name</b>	
<b>Address and post code</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

**13. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974.

**You must** therefore declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

**Do you have any convictions, cautions or reprimands, warnings or bind-overs?**

Please tick the relevant box

Yes

No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory CRB clearance. A copy of this notice will be sent to your referees.

**11. DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that the information you have provided on this form may be used to prevent and/or detect fraud.

**12. NOTES**

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**13. DECLARATION**

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 checks may be carried out to verify the contents of my application form.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Internal use only**

**Ref . No.** \_\_\_\_\_

**Date Received** \_\_\_\_\_