

## SUPPORT STAFF APPLICATION FORM

Chilwell School  
Queens Road West  
Chilwell  
Nottingham  
NG9 5AL



<b>POSITION APPLIED FOR:</b>	
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### PERSONAL DETAILS

<b>Surname:</b>		<b>Forename(s)</b>	
<b>Title:</b>		<b>Date of Birth:</b>	
<b>National Insurance Number:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Home Telephone:</b>			
<b>Mobile:</b>			
<b>email:</b>			

### PRESENT OR LAST EMPLOYER

<b>Job Title:</b>			
<b>Employer:</b>			
<b>Employer Address:</b>			
<b>Postcode:</b>		<b>Annual Salary / FTE:</b>	
<b>Start date:</b>		<b>Notice required / date of leaving:</b>	
<b>Reason for leaving:</b>			

<b>Brief description of duties:</b>	
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### PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work)

Employer and address	Job Title	Main Duties	Dates		Reason for Leaving
			From (M/Y)	To (M/Y)	

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## EDUCATION, TRAINING & QUALIFICATIONS

Please give details of your education and qualifications (starting with your Secondary Education)

Establishment attended	Course Title / Subject	Dates		Qualification (s) or outcome
		From (M/Y)	To (M/Y)	

## PROFESSIONAL & VOCATIONAL TRAINING

Please give details of any relevant training. This section will not be relevant to some jobs

Establishment attended	Course Title	Dates		Qualification(s) or outcome
		From (M/Y)	To (M/Y)	

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

### SUITABILITY FOR THE ADVERTISED POST

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

## REFERENCES

Please provide details of two professional referees below. One of the referees must be your present/or most recent employer. If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The School reserves the right to approach any previous employer or manager. If you have previously been employed in a school based role and this is not listed as one of your referees then a reference will be sought from that school.

Name of your first referee		Name of your second referee	
Job Title and Organisation		Job Title and Organisation	
Address of Organisation		Address of Organisation	
Postcode		Postcode	
Contact number		Contact number	
email		email	
Their Relationship to you (i.e Line Manager)		Their Relationship to you (i.e Line Manager)	
Do you consent to us contacting this referee prior to interview?	YES	NO	Do you consent to us contacting this referee prior to interview?
			YES NO

### HEALTH / MEDICAL DETAILS

The preferred candidate will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

### ASSOCIATION WITH AN EMPLOYEE OR GOVERNOR OF CHILWELL SCHOOL

Do you have a close association with an employee or governor of Chilwell School?	YES	NO
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If you have answered yes, you are required to declare the name and relationship involved.

Name	Job	Their department	Your relationship

### DISCLOSURE OF CRIMINAL RECORDS

Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order



1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

<b>Have you any criminal convictions or are you at present the subject of criminal charges?</b>	<b>YES</b>	<b>NO</b>
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**If yes, please provide details in a sealed envelope marked “Confidential” and bring to your interview.**

<b>Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?</b>	<b>YES</b>	<b>NO</b>
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If Yes, please give dates and countries

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## **DISCIPLINARY RECORD**

<b>Are you the subject of any disciplinary procedure (conduct and/or performance) for which a disciplinary investigation, warning or sanction is current? (A warning is usually current for a period of one year)</b>	<b>YES</b>	<b>NO</b>
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If YES please provide details and outcomes.

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Guidance – requires information on any spent warnings in order for the School to ensure that your application complies with the statutory requirements of safer recruitment obligations to safeguard children and where applicable vulnerable users of the school's or employers services. You should be aware that disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Please note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. A failure to declare relevant information at this stage of the process may result in retraction of the employment offer and/or disciplinary action following your appointment to the post.

## **DATA PROTECTION ACT**

By providing the personal information in support of your application on this form, you agree to the employer processing this personal information for the purposes of managing your application and for the performance of any contract of employment that may be entered into. We will not be able to process your application without this information. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and HR related administration. Your personal information will be retained in accordance with the employers HR retention schedule.



The personal information provided will not ordinarily be disclosed to anyone outside of the organisation without first seeking your permission, unless there is a statutory reason for doing so. However, the employer is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. The employer may also share this information with other bodies responsible for auditing or administering public funds for these purposes, or in the event it is required to disclose your information by law or for the purposes of exercising its legal rights. Where the employer uses external providers to manage some of its personnel and payroll systems and personal information (including sensitive personal data) may be processed by these providers. Some of these providers may be based overseas including countries which are outside the European Economic Area. When using overseas providers, we will ensure that procedures and technologies are put in place to maintain the security of all personal data which is processed by them.

You have the right to request a copy of the personal information we hold about you or to request that your information be corrected or deleted (although we cannot promise this will always happen). If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter. For further information, contact the Council's Data Protection Officer, Complaints and Information Team, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham. NG2 7QP or by emailing [complaints@nottscc.gov.uk](mailto:complaints@nottscc.gov.uk). The Information Commissioner's Office is the UK's independent body for data protection. They can provide further information regarding data protection and can deal with complaints from individuals about an organisation's handling of their personal information [www.ico.org.uk](http://www.ico.org.uk)

## DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.

### Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the trust relating to my application, being processed by the trust in administering the recruitment process and to assist with the prevention and detection of fraud.

<b>Signature</b>		<b>Date</b>	
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If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for an interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

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Please return your completed form by email to arrive by the closing date to:

**[m.brown@chilwellschool.co.uk](mailto:m.brown@chilwellschool.co.uk)**

*If you have not received a reply within the next 2 weeks, you should assume that your application has been unsuccessful.*

## APPEALS PROCEDURE





The School operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Head Teacher of the School. Please state post title and the grounds on which it is considered that the discrimination has occurred.

## EQUAL OPPORTUNITIES MONITORING FORM

### CHILWELL SCHOOL Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

Chilwell School, together with the recognised Trade Unions and self-managed workers groups where appropriate, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. A key aim of this policy is to make sure that applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics are likely to be used in the next census.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.

POSITION APPLIED FOR	
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DATE OF BIRTH	
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RACIAL OR ETHNIC ORIGINS					
White British		Other mixed background		Black Caribbean	
White Irish		Indian		Black African	
White other		Pakistani		Other black background	
White & Black Caribbean		Bangladeshi		Chinese	
White & Black African		Other Asian background		Gypsy or Irish Traveller	
White & Asian		Arab		Any other	

Do you consider yourself to be disabled?	YES	NO
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Chilwell School welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.

GENDER				
Male		Female		Other

RELIGION				
No religion / belief		Hindu		Sikh
Buddhist		Islam		Other religion
Christian		Jewish		Prefer no to say

SEXUAL ORIENTATION				
Bisexual		Lesbian or gay woman		Prefer not to say
Gay man		Other		
Hetrosexual				

HOW DID YOU FIND OUT ABOUT THIS JOB?