

Internal use only
Ref. No. _____
Date Received _____



## Employment Application Form: Support Staff (Non-teaching Posts)

*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 or type. CVs are not accepted.

### Part 1

#### 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

Vacancy Job Title and Reference	
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#### 2. PERSONAL DETAILS

Initial and Surname	
Email Address	
Preferred Contact Telephone Number:	

#### 3. CURRENT EMPLOYMENT

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

**4. FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving 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		
		Month	Year	Month	Year	

4.1						
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4.2						
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**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		
		Month	Year	Month	Year	
4.3						
4.4						
4.5						
4.6						
4.7						

Please enclose a continuation sheet if necessary

**5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE) Proof of qualifications will be required at interview**

Name of School/College	From	To	Qualifications Gained

**6. FURTHER OR HIGHER EDUCATION - any recognised qualifications/courses which are relevant to the job application (proof of qualifications will be required at interview)**

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

**7. PROFESSIONAL BODY MEMBERSHIP (proof of membership may be required)**

Body	Grade of membership	Date

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

## 9. REFEREES

Please note, references will be requested if you are shortlisted for interview. This is important to enable us to fulfil our statutory obligations in accordance with the Keeping Children Safe in Education (September 2018) guidance and to avoid any delay in you being able to commence employment should you be offered the post. However, if you are not prepared for us to seek references at interview stage please tick this box.

Please give here details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

### First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

### Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Please provide a letter of application to explain how you meet each the requirements of this post.

You should draw on your knowledge, skills and experience gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities

Please note that C.V.'s can only be considered alongside a fully completed application form and covering letter  
To help us reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants.

**Therefore, if you have not heard from us within two weeks of the closing date, please assume that your application has, on this occasion, been unsuccessful**

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 14 to 16 and question 13 if relevant to the job.

**10. PERSONAL INFORMATION**

1. Surname or family name		
2. All previous surnames		Date of Change:
3. All forenames (including middle names)		
4. Title		
5. Gender (please circle)	Male	Female
6. Current Address		
7. Postcode		
8. Resident at this address since		
9. Home telephone number		
10. Mobile telephone number		
11. Date of birth		
12. Email address		
13. National Insurance Number		
14. Do you have a current full driving licence?	Yes	No
15. Have you ever been subject to a child protection investigation by your employer or any other organisation?	Yes	No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are invited to interview.
16. Do you require sponsorship (previously a work permit)?	Yes	No If YES please provide details separately
16. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes	No If YES give details separately under confidential cover. This will not be opened unless you are invited to interview.
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).
18. Are there any dates in the next four weeks that you would not be available for an interview?		
19. Please tell us how you heard about this vacancy		

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

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” 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 **Childcare Disqualification Declaration**. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, 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 job you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

**12. DATA PROTECTION ACT 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. 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. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. 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, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

**13. NOTES**

- (a) 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”.
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) 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.

**14. 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 the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

\_\_\_\_\_  
**Signature of Applicant**

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

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

**PART 3**

**EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. 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 equality 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.

**Ethnic Group**

	<i>Workforce Census Code</i>		<i>Please tick</i>
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

**Religion**

	<i>Please tick</i>
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

**Disability**

Do you consider that you have a disability? *Please tick*

Yes <i>Please complete the grid below</i>	
No	
Prefer not to say	
<b>My disability is:</b> <i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

**Sexual Orientation**

	<i>Please tick</i>
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

**Gender**

	<i>Please tick</i>
Female	
Male	
Transgender	
Prefer not to say	

**Personal relationship**

	<i>Please tick</i>
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

**Additional sheets (to use if required)**

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