Nottinghamshire County Council

School support staff - **Application Form CONFIDENTIAL**

Post Applied For:		**Advert Reference No:**	
School/Department:		**Closing Date:**	
1	**Personal details**		
Surname:		**Forenames:**	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Mx/Other)		**Date of Birth:**	
Address for Correspondence:		**Permanent Address** (if different):	
Postcode:		**Postcode:**	
Home telephone no:		**Mobile telephone no:**	
Work telephone no: Extension (if applicable):		**Email address:**	
National Insurance No:		**Nottinghamshire County Council employee no:**	
2	**Present or last employer**		
Name and address of employer:		**Name and address of establishment where employed** (if different):	
Postcode:		**Postcode:**	
Nature of business:		**Job title/Post:**	

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Present annual salary or weekly wage (gross):		**Grade**	
Hours/sessions worked per week:		**Other benefits** (if applicable):	
Date appointed		**Notice required or leaving date if last appointment:**	
Reason for leaving or for seeking other employment:			
Brief description of duties:			

3 Previous employment

In accordance with statutory requirement for all school based appointments it is essential that you include and give reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent.

Employer name & address	**Job title/post**	**Grade & salary /wage**	**Full or part-time** (if part-time, give hours or sessions)	**Dates** (month/year)		**Reason for leaving**
				From	**To**	
			(none)			
			(none)			
			(none)			
			(none)			

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			(none)			
			(none)			
			(none)			
			(none)			

4 Education, qualifications & relevant training attended

Name of Educational Establishment or Training Provider (starting with secondary, further and higher education)	**Dates**		**Qualification gained** (state level) or the name of the training course attended	**Grade/ class of award**	**Date of award**
	To	**From**			

Membership of professional bodies

Name of body	**Type of membership**	**Date obtained**

5 Additional information in support of your application

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover **all** the essential points of the person/employee specification. NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

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6 References

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background, suitability for the post and/or personal qualities, are acceptable as referees.

The employer also reserves the right to approach any other 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. **Please note references will be taken up on shortlisted candidates prior to interview,** and an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		**Name (Referee 2):**	
Status:		**Status:**	
Organisation (if appropriate):		**Organisation** (if appropriate):	
Address of organisation:		**Address of organisation:**	
Postcode:		**Postcode:**	
Telephone No:		**Telephone No:**	
Email address:		**Email address:**	

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How long known?		**How long known?**	

7 Health / Medical details

The preferred candidate will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. Details of sickness absence records for the previous two years will be requested from your current and where applicable employer. For successful applicants, details of your sickness absence will also be requested from your employment referee.

8 Disclosure of criminal background

1. DBS - As you are applying to work in a school a standard or enhanced DBS check is required, please disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions 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. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering guidance

Following the interview process, if you are the preferred candidate, you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** www.gov.uk/disclosure-barring-service-check

2. Other checks – As a school based employee, if you are the preferred candidate, you will be required to undergo other statutory pre-employment checks as necessary. For example a Disqualification under the Childcare Act 2006 check and if you have previously been employed as a Teacher you will be subject to a Prohibition from Teaching check. Please answer the following questions.

Have you been convicted of a criminal offence?	YES ☐	NO ☐
Have you been cautioned for a criminal charge?	YES ☐	NO ☐
Are you at present the subject of a criminal charge?	YES ☐	NO ☐

If YES to any of the above questions, please give brief details including dates.

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The employers Policy Statement on the Recruitment of Ex-Offenders is available on request. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Successful applicants will receive the School's Safeguarding Policy outlining the duties and responsibilities of the employer and all employees.	
9 General	
Are you applying to work on a Job Share basis?	YES ☐ NO ☐ **If yes, on what basis?**
How did you find out about this vacancy?	
Please give details of any dates within the next 2 months when you will not be available for interview. Every effort will be made to accommodate shortlisted candidates, however if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES ☐ NO ☐
Do you have regular use of a vehicle?	YES ☐ NO ☐
Where the person specification requires an employee to have access to their own transport for the purposes of carrying out their duties and responsibilities employees will be reimbursed at the appropriate rate agreed by the school and will be expected to have access to their own transport as required.	
You are required to declare below any relationship with or to any school based employee, governors, Member of the County Council or an employee of the Local Authority/School/Trust. If applicable, please state name and position:	

Name:		Position:	
Disciplinary record			

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Question A. 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). If 'YES' please provide details and outcomes.		
YES ☐ NO ☐	**Details:**	
Question B. Have you ever been the subject of <u>any</u> disciplinary procedure as a result of your conduct relating to the safety and welfare of children (including those where a disciplinary sanction or warning has expired)? If 'YES' please provide dates, details and outcomes.		
YES ☐ NO ☐	**Details:**	

Question B 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.

10 Equality Act 2010

The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities, including the recruitment process. The employer is committed to the development of positive practices to promote equality in employment. The school guarantees an interview to disabled applicants who meet the essential shortlisting requirements. If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled as defined by the Equality Act 2010?	YES ☐ NO ☐

11 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.

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The personal information provided will not ordinarily be disclosed to anyone outside of the organization 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. The Information Commissioner's Office are 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

12 Declaration

Where applications are returned by email and you are subsequently invited to interview, you will be required to sign a printed copy of your application form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the School.

Signed	Date

Please return you completed form to the email or postal address stated in the school advertisement/ information pack to arrive by the closing date. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.

Appeals Procedure

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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 the post title and the grounds on which it is considered that the discrimination has occurred

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This section to be removed from the application form prior to shortlisting

Equality and diversity monitoring form					
Nottinghamshire County Council 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. The school together with Nottinghamshire County Council or Trust (if applicable), 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 advises 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.					
Please indicate as appropriate:					
Age	16-25 ☐	26-35 ☐	36-45 ☐	46-55 ☐	56 and over ☐
Gender	Male ☐	Female ☐	Transgender ☐	Other ☐	
I would describe my **ethnic origin** as: (please note this question does not refer to your nationality / country of origin)					
White:	English ☐		Other British ☐		Irish ☐
Other white background (please describe): ☐					
Black or Black British:	African ☐		Caribbean ☐		
Other Black background (please describe): ☐					

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Asian or Asian British:	Indian ☐	Pakistani ☐	Bangladeshi ☐	Chinese ☐
Other Asian background (please describe): ☐				
Mixed (dual heritage):	Asian and White ☐	Black African and White ☐	Black Caribbean and White ☐	
Other mixed background (please describe): ☐				
Other ethnic group:	Arab ☐	Gypsy ☐	Irish Traveler ☐	Romany ☐
Other ethnic group, (please describe): ☐				

What is your religion or belief?	No religion / belief ☐	Christian ☐	Buddhist ☐	Hindu ☐	Jewish ☐	Islam ☐	Sikh ☐
Other religion *(please describe):* ☐							
Other belief *(please describe):* ☐							

What is your sexual orientation?	Heterosexual/ Straight ☐	Bisexual ☐	Gay man ☐	Lesbian ☐
Other - please specify ☐				

If you consider yourself to be **disabled**, please specify type of impairment:			
Communication ☐	Hearing ☐	Learning ☐	Mental Health ☐
Mobility ☐	Physical ☐	Visual ☐	Other ☐
Please give further details below if you wish:			

Declaration for equality and diversity form

I consent to the collection, storage and use of my race, disability, sex, sexual orientation, gender, belief or religion, age. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the School's and employers Equalities policy.

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Signed	Date
Print Name:	
If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equality & Diversity Monitoring Form.	

Date of issue: 1st September 2017
This form is suitable for use by Nottinghamshire maintained school and for use by Academy Trusts who use the service of Nottinghamshire County Council's recruitment service