JOB APPLICATION FORM - SUPPORT POSTS

Please return to:	**Internal Use only**
or by e-mail to:	Date Received:

How to complete this form:
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete sections 1- 11 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, 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.

Data Protection notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations
- We need to process it for our legitimate interests

You'll find more information on our legitimate interests and how we use your personal data in our privacy notice for job applicants. This is available on our website.

About the job you are applying for:

Job Title:	**Name of School / Employer:**
Job Reference No:	**Closing date:**

Where did you see the job advertised or hear about it? (Please put one answer only, stating name of publication / website, or define 'other' as applicable)

Newspaper ☐ Website ☐ Word of mouth ☐ Other ☐

……

Section 1 – Personal information

Are you already an employee of the Trust, LA maintained, other academy or free school?

☐ Yes ☐ No

Title:	First name(s)
Last name:	Preferred name:
Any former names used (in full):	
If you have previously worked as a teacher, please provide your teacher reference no:	National Insurance Number:
Address: Postcode:	Mobile no: Email address:
Contact telephone numbers: Daytime: Evening:	

Flexible Working

Are you applying to do this job on a part time / job share basis? Yes ☐ No ☐

If Yes, please give details of the number of hours/days per week that you wish to apply for:

……

If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please give his / her name and contact details:

Section 2 - Full Chronological Employment History

Please:

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for), explanations for periods not in employment or education/training.
- Photocopy these pages if you need to, in order to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.

- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended (e.g. to care for relatives, accepted voluntary redundancy etc)

Current Employment

Name, address and telephone number of current employer:
Job Title:
Subject/age groups supported (if applicable) :
Date appointed to this post:
Payscale and Salary:
Date available to begin new job:

Previous Employment

Dates From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher / NQT / Instructor / Overseas Trained:	Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Dates From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher / NQT / Instructor / Overseas Trained:	Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection

Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Dates From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher / NQT / Instructor / Overseas Trained:	Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:
Dates From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher / NQT / Instructor / Overseas Trained:	Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection

Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Dates From: To:	Name and address and type of school / establishment:	Status i.e. Qualified Teacher / NQT / Instructor / Overseas Trained:	Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):			Reason for leaving:

Section 3 - Qualifications and Training

Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)

Date (mm/yyyy)	Examination type	Subject(s) – List in box	Grade achieved – List in box
	GCSE		

	AS / A Level		
	Other		

Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)

Date (mm/yyyy)	**Qualification and examining body**	**Subject(s)**	**Pass level or grade**

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for).

Personal Interests / Hobbies (if relevant to post applied for):

Time Spent living and/or working overseas

If you've lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Please explain any gaps in your Education and Employment history

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Do not send anything now**. Further information will be sent to you should you be invited to interview

Transferable Service

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you, please provide the date from which your continuous service commences and the name of the organisation.

Date…….. **Organisation……..**

Section 4 - How you meet the Selection Criteria

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of teaching interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

Section 5 – Declarations

Entitlement to Work in the UK

Are you currently eligible to work in the UK?	Yes	☐	No	☐
Do you require sponsorship ?	Yes	☐	No	☐
If **Yes**, are there conditions attached (e.g. time limits)?	Yes	☐	No	☐

If **Yes**, please give details:

……

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, (effective from 1st January 2021) New immigration system: what you need to know - GOV.UK (www.gov.uk) and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

We operate a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

Section 6 – Rehabilitation of Offenders Act 1974

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2020, 2013 and 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure & Barring Service before your appointment is confirmed.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.
The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, 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 type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Section 7 – References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer and your references **must cover all employment and/or any voluntary work in the past five year period**.

The first referee should normally be your present or most recent Headteacher (in a school) or equivalent person. In the case of serving Headteachers, this may be the Director of Children's Services, Chair of Governors or Trustees. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Reference 1:

Name: ……

Address: ……

……

Postcode: ……..

Email: ……

Tel no: ……

Employer ☐ Educational ☐ Personal ☐

School / Organisation:

……

Reference 2:

Name……

Address: ……

……

Postcode: ……..

Email: ……

Tel no: ……

Employer ☐ Educational ☐ Personal ☐

School / Organisation:

……

It is normal practice to take up references on shortlisted candidates before interview. Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes ☐ No ☐

Reference 2: Yes ☐ No ☐

We operate a policy of open references. This means that you may read any references received in relation to you, on written request.

Section 8 – Online Checks

As part of due diligence and in line with Keeping Children Safe in Education recommendations, a member of staff who is not involved in the interview or recruitment process will carry out online searches for shortlisted candidates. These searches are carried out to identify any potential safeguarding concerns or risks to the Trust/school's reputation. Shortlisted candidates will be given the opportunity to discuss anything arising from these searches at interview

Section 9 – Health

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

Section 10 - Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Job Applicant Privacy Notice and Data Protection Policy which can be found on our website.

Data Protection in our organisation is managed by Schools' Choice who act as our Data Protection Officer and you can contact them with any questions relating to our handling of your data. Contact details are provided in our Data Protection Policy. The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled, you can contact the Information Commissioners Office via their website.

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.

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.

d. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

Section 11 – My Declaration

By signing and dating below this statement:

I confirm that:

- I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct.

I consent to:

- the school carrying out checks and using the information provided from the checks and this application form when deciding my suitability to work with or be in regular contact with children
- the school carrying out online checks as part of the due diligence checks on shortlisted candidates
- the school to carry out checks and use the information from the declaration and consent form and third-party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to decide my suitability
- the school carrying out online status checks using the DBS Update Service as and when required
- the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

I understand that:

- the school will share any information they obtain about me with other organisation's where the law requires them to, including where information raises concerns of a child protection nature.
- it is an offence to make a statement that is false or misleading in an application for registration
- giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.
- the details of my application including my personal data will be stored in the school's archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants) in line with the retention schedule of the school you are applying to.
- the personal data in this form will be handled in line with data protection legislation and processed for one or more of the following reasons permitted in law:
    - you have given the school your consent
    - the school must process it to comply with our legal obligations
    - the school need to process the data for legitimate interests.

More information on how the school will use your data and the legitimate interests is in the school's privacy notice for job applicants, which is available upon request from the school.

Sign or print name E- Signature	
Date (DD/MM/YYYY)	

EQUAL OPPORTUNITIES

These pages must be detached by the school / Trust before considering application against selection criteria.

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

The information is collected for statistical purposes only and will not be used as part of the selection process.

Ethnic Origin
Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

1. British
2. Irish
3. Any other White origin
4. White & Black Caribbean
5. White & Black African
6. White & Asian
7. Any other mixed origin
8. Indian
9. Pakistani
10. Bangladeshi
11. Any other Asian origin
12. Caribbean
13. African
14. Any other Black origin
15. Chinese
16. Gypsy / Traveller
17. Other – please specify
    ……
18. Prefer not to disclose

Your Ethnic Origin Description 1 – 18 ☐

Nationality
Please tell us your nationality
e.g. British Citizen, Portuguese Citizen ☐ Prefer not to disclose ☐

Religion or Belief
Please see guidance notes for more information on why we are asking for this information.

1. Baha I
2. Hindu
3. Jewish
4. Zoroastrian
5. Buddhist
6. Muslim
7. Rastafarian
8. No religion / belief
9. Christian
10. Jain
11. Sikh
12. Humanist
13. Pagan
14. Prefer not to disclose
15. Other (please specify)
    ……...

Your Religion or Belief Description 1 – 15 ☐

Gender

Male ☐ Female ☐

Sexual Orientation

1. Heterosexual
2. Bisexual
3. Gay
4. Lesbian
5. Prefer not to disclose

Your Sexual Orientation Description 1 – 5 ☐

Disability

The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

Do you have a disability as defined above? Yes ☐ No ☐

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?

Yes ☐ No ☐

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc.)

THIS PAGE IS INTENTIONALLY BLANK