

Application for Employment – Support Staff

**Please complete in clearly written or typed black ink, continuing separate sheets where necessary.**

**This application form must be completed, but additional information and continuation sheets may be attached. Please make sure you read the accompanying information before you complete this form.**

|  |  |
| --- | --- |
| Post applied for:       | Job reference:       |
| School:       | Closing date:       |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s:       | Last name:       |
| Address:       | Previous Name(s):       |
|         | NI Number:       |
|        | Telephone (Daytime):            |
|        | Telephone (Mobile):       |
| Postcode:       | Email address:       |

2. EMPLOYMENT HISTORY - Present or most recent employment

|  |
| --- |
| Name of employer:      |
| Address:       | Job Title:       |
| Dates of employment (from / to):  |
| Key duties & responsibilities:       |

Reason for seeking new position/leaving:

|  |
| --- |
|       |

NB. If you have more than one employment, please provide information in the next section.

3. FULL EMPLOYMENT HISTORY

**Please start with the most recent** *including any unpaid or voluntary work. Continue separate sheet if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: | Employer | DatesFrom - to(month & year) | Duties & Responsibilities | Reason for leaving |
|       |       |       |  |       |
|       |       |       |  |       |
|       |       |       |  |       |
|       |       |       |  |       |

Please account for any gaps in your employment history including periods not in education or training:

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| --- |
|       |

4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first. If you are currently working towards completion of your course, please give the likely date of completion and route being followed (e.g., part time)*

*If you hold Qualified Teacher Status (QTS) please provide your DfE number.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution(Address if outside the UK) | DatesFrom – To(month & year) | Courses/subjects taken | Qualifications/grade |
|       |        |        |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

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|        |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|       |       |
|       |       |

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

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|       |

***Please continue a separate sheet if necessary.***

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

**Offers of Appointment are subject to satisfactory references, medical clearance and an enhanced Disclosure and Barring Service (DBS) Check.**

The work for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. If you are shortlisted for this post, you will be asked to fill in a Self-Declaration Form to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as ‘spent’ under this Act and any cautions or bind overs. The Self Declaration Form will also ask you to confirm you are not on the Children’s Barred List Register, have not been disqualified from working with children and not subject to any sanctions imposed by the Teacher Regulation Authority (TRA). If your application is successful, you will be sent a link to the DBS Application Form on which you must make any declarations.

Bracknell Forest Council (BFC) and our schools reserve the right to carry out online searches should you be shortlisted for interview.

**I confirm that I have read and understood the information contained in this section and consent to provide the information requested if I am shortlisted for this post** [ ]

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes [ ]  No [ ]

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes [ ]  No [ ]

(If yes, give details)

Are you related to any member of staff / governor at the school Yes [ ]  No [ ]

Or elected Member of Bracknell Forest Council?



|  |
| --- |
| If yes, give name and relationship:       |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give the names and addresses of TWO people who will provide a reference. At least one must be from your current/last employer, but references from schools/colleges are also acceptable. If you currently work in a school/academy the reference must be completed by the current Headteacher/Principal. If you give a home address for a referee, please indicate which employer or college/university they represent. In the interests of safeguarding, we would ask for all applicants to give permission for references to be acquired prior to interview. Also, in relation to work with children, we may seek information about any past disciplinary issues relating to children and/or child protection concerns. For posts in contact with children/young people or vulnerable adults’ employment references will not be accepted from relatives or people solely in the capacity of friend

References may be taken up before an interview or offer of employment unless you request otherwise.

|  |  |
| --- | --- |
| Name:       | Name:       |
| Address:        | Address:        |
| Tel no:       | Tel no:       |
| Email:       | Email:       |
| Occupation/Relationship:       | Occupation/Relationship:       |
| How long have they known you?       | How long have they known you?       |

I agree to these references being taken up before an interview or offer of employment being made: Yes/ No

We will seek references as detailed above and may approach other previous employers for information to verify experiences or qualifications.

8. DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the school and/or Bracknell Forest Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

|  |  |
| --- | --- |
| Signature:        |  Date:       |

**Data Protection Act and General Data Protection Regulations.** The personal data you provide in this job application will be used for recruitment purposes. If your application is successful, the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with school/council officers with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for six months.  Full details of how the school/council processes your personal data for job applications, including your rights under the General Data Protection Regulations is outlined in the Job Applications Privacy Notice enclosed with your application material

Where did you see the advertisement for this post?

CONTINUATION SHEET

## Version 09/2022

## Equality and Diversity Monitoring

**Please complete the form that follows on the next page.**