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| **SUPPORT STAFF APPLICATION FORM** | |
| **POST APPLIED FOR** |  |

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| The school and local authority are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Please return the application form to the school at Huddersfield Road, Diggle, Oldham, OL3 5NU or the email address given on the advert. |

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| **PERSONAL DETAILS** | | | |
| **Title** |  | | |
| **First Name(s)** |  | | |
| **Last name** |  | | |
| **Previous name(s)** |  | | |
| **Date of Birth** |  | | |
| **Address** |  | | |
| **Postcode** |  | | |
| **Email address** |  | | |
| **Telephone Numbers** | Mobile: | Home: | Work: |
| **National Insurance Number** |  | | |

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| **INTERVIEW ARRANGEMENTS** |
| Please specify any arrangements we can make to assist you if you are invited for interview/assessment: |
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| **ELIGIBILITY TO WORK IN THE UK** | |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she as documentary proof showing entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. | |
| **Do you have an entitlement to work in the UK?** | Yes  No |

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| **DETAILS OF EMPLOYMENT** |
| This gives Recruiting Managers an understanding of the roles you have undertaken and the length of times you spent in the roles. It is therefore essential that all information is completed. |

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| **CURRENT EMPLOYMENT DETAILS** | | | | |
| **Current / most recent employer** |  | | | |
| **Job Title** |  | | | |
| **Employer Address** |  | | | |
| **Salary and benefits** |  | | | |
| **Contract type** | Permanent | Fixed Term | Secondment | Other  Please specify: |
| **Start Date** |  | | | |
| **Leaving date (if applicable)** |  | | | |
| **Period of notice required (if applicable)** |  | | | |
| **Reason for leaving** |  | | | |

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| **PREVIOUS EMPLOYMENT EXPERIENCE** | | | | | |
| Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history. | | | | | |
| **Name of previous employer** | **Job Title** | **Address** | **Date from** | **Date**  **to** | **Reason for Leaving** |
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If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

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| **Date from - to** | **Details** |
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| **EDUCATION AND TRAINING** |
| Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for.  Successful applicants will be required to provide proof of qualifications. |

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| **EDUCATION** | | | |
| **University/College/School** | **Qualification(s)** | **Grade Awarded** | **Date Awarded** |
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| **RELEVANT TRAINING / DEVELOPMENT** | | | |
| **Course Title** | **Course Provider** | **Date Awarded** | **Grade Awarded** |
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| **RELEVANT MEMBERSHIPS** | | | |
| **Date Admitted** | **Professional Body/Association** | **Status** | **Membership Number** |
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| **SUPPORTING INFORMATION – SKILLS, KNOWLEDGE AND EXPERIENCE** |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.  Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.   * **Ensure that the information you provide is well organised and relevant.** * **It should show to that extent you have gained the skills and experience necessary for the post.** * **Give specific examples of the work you have been involved in, how you went about it and the outcome.** * **Always remember to specify your responsibilities rather than those of your section or department** |
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| **REFERENCES** |
| In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please give details of two referees, one of which must be your current or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher of Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. **References will be taken up prior to interview due to safeguarding practices.** |

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| **CURRENT OR MOST RECENT EMPLOYER** | | **PREVIOUS EMPLOYER** | |
| **Name** |  | **Name** |  |
| **Job Title**  **(if applicable)** |  | **Job Title**  **(if applicable)** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Contact Number** |  | **Contact Number** |  |
| **Email address** |  | **Email address** |  |
| **In what capacity do you know the referee?** |  | **In what capacity do you know the referee?** |  |
| **Are you related to, or the partner of this referee?** | Yes  No | **Are you related to, or the partner of this referee?** | Yes  No |

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| **OTHER APPLICANT DETAILS** |

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| **Are you currently, or have you previously been employed by this organisation?** | Yes  No |
| **If yes, please provide dates from and to and reasons for leaving (if applicable)** |  |

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| **Are you related to a Councillor, Governor or Senior Officer of this organisation?** | Yes  No |
| **If yes, please provide details** |  |

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| **DISMISSED** | |
| **Have you ever been dismissed from any employment for any reasons other than redundancy?** | Yes  No |
| **If yes please give details, including dates, reasons and employer** |  |

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| **PROTECTION OF CHILDREN** |
| The school is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  **Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  If shortlisted for an interview you will be required to disclose to us information about any:   * adult cautions (simple or conditional); * **unspent** conditional cautions; * **unspent** convictions in a Court of Law; and * spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020   So that a police check can be carried out if you are offered an appointment. This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.  If you are shortlisted for an interview, in line with Keeping Children Safe in Education we will also ask you to complete a self-declaration form prior to interview to provide any relevant information which may make you unsuitable to work with children. For example, whether you are included on the barred list, prohibited from teaching, prohibited from taking part in the management of an independent school, known to the police and children’s social care or disqualified from providing childcare and any relevant overseas information.  If you are subsequently employed by the school and it is found that you failed to disclose any relevant previous convictions, cautions or other relevant information as defined above, this could result in dismissal, or disciplinary action being taken by the school. During the course of your employment with the school, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

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| **EQUALITY ACT (2010)** | |
| This Act protects people with disabilities rom unlawful discrimination. We actively encourage applications for people with disabilities.  The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse lone time effect on his or her ability to carry out normal day to day activities. | |
| **Do you consider yourself to be disabled according to this definition** | Yes  No |
| **If yes, how would you define this impairment** |  |

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| In line with Data Protection Legislation, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.  We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds. |

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| **DECLARATIONS** | |
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK. I confirm that the information contained in this application is correct. I understand that my application may be rejected of that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with Data Protection legislation. | |
| **Signed** |  |
| **Date** |  |

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| **EQUALITY AND DIVERSITY MONITORING** |
| It is the policy of the school and local authority to ensure that all appointments are made on merit. This part of the form is for monitoring purposes only and will be detached from the application form prior to shortlisting. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate. |

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| **Gender** |
| Male  Female  Is your gender identity the same as the gender you were assigned at birth? Yes  No |

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| **Ethnic Origin** | | | | | | | | |
| **White** | | | British | | | | |  |
|  | | | Irish | | | | |  |
| Traveller of Irish Heritage | | | | |  |
| Gypsy/Roma | | | | |  |
| Polish | | | | |  |
| Other White European | | | | |  |
| Other White | | | | |  |
| **Mixed** | | | White and Black Caribbean | | | | |  |
|  | | | White and Black African | | | | |  |
| White and Indian | | | | |  |
| White and Pakistani | | | | |  |
| White and Bangladeshi | | | | |  |
| Other mixed | | | | |  |
| **Asian or Asian British** | | | Indian | | | | |  |
|  | | | Pakistani | | | | |  |
| Bangladeshi | | | | |  |
| Kashmiri | | | | |  |
| Other Asian | | | | |  |
| **Black or Black British** | | | Caribbean | | | | |  |
|  | | | African | | | | |  |
| British | | | | |  |
| Somali | | | | |  |
| Other black | | | | |  |
| **Chinese or other** | | | Chinese | | | | |  |
|  | | | Other ethnic group | | | | |  |
| Unknown | | | | |  |
| **Religion/Belief** | | | | | | | | |
| Buddhist | |  | | | Muslim | |  | |
| Christian | |  | | | Sikh | |  | |
| Hindu | |  | | | Other | |  | |
| Jewish | |  | | | No Religion | |  | |
| **Sexual Orientation** | | | | | | | | |
| Bisexual |  | | | Gay man | |  | | |
| Heterosexual/Straight |  | | | Gay Woman/Lesbian | |  | | |
| **Caring Responsibilities** | | | | | | | | |
| Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?  Yes  No  If yes, please indicate who you provide such care for?  Adults (18 over)  Children | | | | | | | | |

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| **Advertising** | | |
| Where did you hear about this vacancy? | | |
| Greater Jobs | |  |
| Fish4jobs | |  |
| School Website | |  |
| Other |  | |