

Application for Employment – Education Support Staff



We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

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

| | |
|-------------------|----------------|
| Post applied for: | Job reference: |
| Closing Date: | |

1. PERSONAL DETAILS

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

2. EMPLOYMENT HISTORY - Present or most recent employment

| | |
|---|---------|
| Name of employer: | |
| Job title: | Salary: |
| Dates from / to: | |
| Period of notice / date available to start: | |
| Key responsibilities: | |
| Reason for seeking new position/leaving: | |

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT from age 18

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

| Job title and brief outline of duties | Name and address of employer | Dates From - to (month & year) | Reason for leaving |
|---------------------------------------|------------------------------|--------------------------------------|--------------------|
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| | | | |
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Please give details and an explanation for any gaps in your employment history:

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4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship *including current studies, with the most recent first.*

| Name of institution | Dates From – To (month & year) | Courses/subjects taken | Qualifications/ grade |
|---------------------|---|------------------------|--------------------------|
| | | | |
| | | | |
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NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any relevant learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses)

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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.

Please continue on a separate sheet if necessary.

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for an enhanced DBS Disclosure, you are required to declare information on any convictions or conditional cautions which would not be filtered by the DBS in line with current guidance if shortlisted for interview.

Online Checks

In accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance, and as part of the due diligence on shortlisted candidates, WeST will conduct an online search. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to consider and/or explore with shortlisted applicants. Checks will not be carried out by anyone involved in the selection process and only relevant information relating to safeguarding or reputational concerns will be highlighted to the Headteacher/Principal/Director who will consider evidence to establish your suitability for the role to which you have applied.

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination 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. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK? Yes ☐ No ☐

Do you require a work permit? Yes ☐ No ☐

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 academy? Yes ☐ No ☐

If yes, give name and relationship:

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

Data Sharing

The Trust currently advertises roles within its schools & settings. Occasionally roles within another Trust school may become available within six months of your application. In this case are you happy for your information to be shared with other Trust schools and settings? If after six months of your original application you are

unsuccessful in gaining employment with Westcountry Schools Trust information relating to your application will be destroyed.

I am happy for my information to be shared for this purpose.

Yes

☐

No

☐

Signature Full Name: Date:

8. REFERENCES

Please give details of at least two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. **As this post is subject to a DBS Disclosure, references must cover the previous three years of employment. If there has been a gap in employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.** Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

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 this reference being taken up before an interview or offer of employment is made. I understand that I can withdraw consent at any time should I wish: | I agree to this reference being taken up before an interview or offer of employment is made. I understand that I can withdraw consent at any time should I wish: |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write 'none':

I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by the Trust under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police. I give consent for Westcountry Schools Trust to process the personal data contained on this form to carry out pre-employment checks, including references, to assess my suitability for the position I have applied for. I understand that pre-employment checks will be carried out in the event that I have been provisionally offered and have accepted the position. I understand that the exception to this is where I have indicated above that references can be sought prior to interview and offer when they may be sought once I have been offered an interview. I understand that I have the right to withdraw consent for the Trust to process my personal data at any time but that if I do this it may result in the Trust being unable to assess my suitability for this position and therefore withdrawing any offer of employment.

Signature:

Date:

Where did you see the advertisement for this post?

DATA PROTECTION ACT 2018 & GDPR. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE WESTCOUNTRY SCHOOLS TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY WESTCOUNTRY SCHOOLS TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL REQUIREMENT TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL

CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS. . FURTHER INFORMATION ON HOW WESTCOUNTRY SCHOOLS TRUST PROCESS YOUR PERSONAL DATA, INCLUDING PRIVACY NOTICES, CAN BE FOUND ON THE GDPR PAGE OF OUR [WEBSITE](#).

YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL

| | | | |
|--|--------|---|--------|
| FOR ACADEMY USE ONLY | | | |
| Application received: | / / 20 | Application acknowledged: | / / 20 |
| Diversity questionnaire removed and recorded anonymously: / / 20 | | | |
| Shortlisting | | | |
| Interview date: | / / 20 | | |
| Shortlisted - Notified of interview date: | / / 20 | Not shortlisted - Informed of decision: | / / 20 |
| Selection | | | |
| Yes: offered employment: | / / 20 | No: Informed of decision: | / / 20 |
| Employment checks | | | |
| Evidence of qualifications received: | / / 20 | Evidence of eligibility to work in the UK received: | / / 20 |
| References requested: | / / 20 | References received: | / / 20 |
| References satisfactory? | Y / N | | |
| Online DBS check: | / / 20 | DBS check received: | / / 20 |
| DBS check satisfactory? | Y / N | | |
| Medical check sent: | / / 20 | Medical check received: | / / 20 |
| Medical check satisfactory? | Y / N | | |
| Appointment | | | |
| Start date: | / / 20 | Statement of Particulars sent: | / / 20 |

Version date: 09/2022

Valuing Diversity

Please complete the form that follows on the next page.

Westcountry Schools Trust welcomes and encourages applications regardless of age, gender, sexual orientation, race, religion or disability.

To make valuing diversity work we need to monitor the effectiveness of our policies. This is why we ask you to please complete the attached form.

The form is not part of our selection process and will be separated from your application form.

Guidance Notes on Disability

Under the Equality Act 2010 you are considered to have a disability if you have *'a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities'*.

People who have had disabilities in the past are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered by the Act from the point of diagnosis.

Physical and mental impairments include sensory impairments, such as those affecting sight or hearing, learning disabilities, and mental illness if it has a substantial effect on normal day to day activity.

Substantial adverse effect is more than a minor or trivial effect and goes beyond the normal differences between people. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Long term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day to day activities are those which are carried out by most people on a fairly regular and frequent basis. An impairment has a substantial adverse effect if it affects:

- Mobility
- Ability to lift, carry or otherwise move everyday objects
- Manual dexterity
- Speech, hearing or eyesight (excluding those who wear glasses/contact lenses)
- Physical co-ordination
- Continence
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger.

Anyone who is certified as **blind or partially sighted** by a consultant ophthalmologist, or who is registered as such by a Local Authority, is deemed to be disabled within the meaning of the Equality Act 2010. Further details are available from the Equality and Human Rights Commission at www.equalityhumanrights.com, Phone: 0808 800 0082 or Textphone: 0808 800 0084

First Name(s):.....

Surname:

1. GENDER: Male ☐ Female ☐

2. AGE: 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐
45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

3. ETHNIC GROUP:

To which of these groups do you consider that you belong? (tick appropriate box)

Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Any Other Asian Background ☐

Mixed

White and Black Caribbean ☐
White and Black African ☐
White and Asian ☐
Any other Mixed background ☐

Black or Black British

Caribbean ☐
African ☐
Any Other Black Background ☐

White

British ☐
Irish ☐
Any other White background ☐

Chinese or Other Ethnic Group

Chinese ☐
Any Other ☐

If you have answered 'any other' in any group
please specify below

.....

4. DISABILITY

Do you consider yourself to have a disability? Yes ☐ No ☐
(Please see guidance on the previous page)

For internal use only

Job Title:

Vacancy Ref:

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