**St. Nicholas C of E Primary School**

**School Road, Marton Moss, Blackpool, FY4 5DS**

**Tel: 01253 966150 email: admin@st-nicholas.blackpool.sch.uk**

**Application Form for a Support Staff Post**

|  |
| --- |
| **For photocopying purposes this form should be completed electronically or in black ink. Do not attach any additional documents other than the information requested in Section 4 and a supporting letter. Any relevant documents or publications may be referred to in your letter.**  Application for Appointment to the post of ……………………………………………………………………………….…………. |

|  |
| --- |
| **Please complete this section in block capitals (except email address)**  **1 Personal**  Surname ................................................................ Christian Name(s) ....................................................................  Previous Name(s) …………………………………………………………………………………………………………….  National Insurance No …………………………..……  Home Address ..........................................................................................................................................................  ……………………..................................................................................................... Post code ………….…………  Telephone numbers: Home……………………………………………………………………..………….…..…..……  Work……………………………………….….………… Mobile……………………………..……………….…..………….  Email address…………………………………………………………………………………………………………………. |

|  |
| --- |
| **2 Present / Most Recent Position**  Job Title ....................................................................................................................................................................  Name of Employer  ...................................................................................................................................................................................  Address .....................................................................................................................................................................  ...................................................................................................................................................................................  Post code:………………………………….… Telephone number: .............................................................................  Start Date ………………………..…….……. Finish Date (if applicable) ……………………………..….  Reason for Leaving ………………………………………………………………………………………………………….. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3 Education and Qualifications**  **A. Secondary Education** | | | | | | |
| From | To | Post 16 Qualifications obtained  (Please indicate Level, Awarding Body, Subjects, Grades Awarded) | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
| **B. Further, Higher and Professional Education** | | | | | | |
| Name of Institution | | | From | To | Qualifications obtained  (Please indicate Level, Class, Subject(s), Grades) | Date of Award |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |
|  | | |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4 Further Professional Development State your involvement in in-service training relevant to this post. | | | |
| A. As a Participant | | | |
| Date/s of course | **Number and length of sessions** | Details of course | By whom presented |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **B. As a Contributor –** give brief details | | | |
| Date/s of course | **Number and length of sessions** | Details of course | To whom presented |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please continue on a separate sheet if necessary, using the same format.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. Other Previous Employment Including Voluntary Work** | | | | | | Reason for leaving |
| Employer | Nature of Employment | From | | To | |
|  |  | Month | Year | Month | Year |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Please continue on a separate sheet if necessary.*

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring 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.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **6 Referees - Please give the names of people able to comment on your suitability for this post.** | |
| **Faith Referee (if applicable)**  Your faith referee should have pastoral responsibility for the Church at which you regularly worship. If you do not use your parish priest/minister an explanation should be given either on this form or in your letter of application. | |
| Name .................................................................... | Address ................................................................................ |
| Position ................................................................. | .............................................................................................. |
| Telephone number ................................................ | .............................................................................................. |
| Email address ……………………………….……… | Post code ................................………………………………. |
| **Professional Referees – two required**  One referee should be your current line manager/employer/college, etc. The school will seek references for all shortlisted candidates **before interview**. References will be sought from all your previous employers within the last 2 years as well as those listed below where applicable. In addition, a reference will always be sought from your last employment working with children, which may be longer than 2 years ago. | |
| Name .................................................................... | Address ................................................................................ |
| Position ………………………………………….….. | .............................................................................................. |
| Telephone number ................................................  Email address ……………………………………… | ..............................................................................................  Post code ............................................................................. |
| Name ……………………………………………..….  Position ………………………………………..…….  Telephone number ................................................  Email address ………………………………….…… | Address ………………………………………………………...  …………………………………………………………………...  …………………………………………………………………...  Post code …………………………......................................... |

|  |
| --- |
| **7** **Related Parties**  Please state below any known relationship to any member of the Governing Board or any employee of St Nicholas C of E Primary School. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment or, if appointed, shall be liable to dismissal without notice. |

|  |
| --- |
| **8 Declaration**  The Immigration, Asylum and Nationality Act 2006 requires all employers in the United Kingdom to carry out document checks to confirm if a person has the right to work in the UK. Therefore, all candidates shortlisted for interview are required to produce acceptable specified documentary evidence at interview.  Shortlisted candidates will be asked to complete a ‘Declaration of criminal records’ form which details any unspent conditional cautions under the Rehabilitation of Offenders Act 1974 and any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  The school will carry out an online search for each shortlisted candidate; the details of what is included in this search are detailed in the school’s Safer Recruitment Policy which can be found on our website.  If you are the successful applicant, you will be required to have an enhanced Disclosure and Barring Service (DBS) check and we will also check the DBS barred list (children). Failure to complete this check will result in your application not proceeding any further.  **I confirm that I have read the information above relating to pre-employment vetting checks.**  **I declare that the information given on this form is to the best of my knowledge correct and complete.**  **I understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information.**  Signature .................................................................................................. Date: …................................................. |

|  |
| --- |
| **9 Letter of Application**  You are asked to submit a covering letter of no more than 2 sides of A4, describing why you think you would be suitable for this post by reference to the job description and person specification (and by giving examples and case studies).  Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Your letter should be concise with organized views. |

***Note: Your application will only be acknowledged if you enclose a stamped addressed envelope.*** Revised January 2024