**Support Staff Application Form**

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| **Vacancy Information** |
| Application for the post of: |
| Job I.D/Reference Number: |
| School Name: |
| What date are you available to begin a new post: |

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| **Personal Details** | |
| First Name(s): |  |
| Surname: |  |
| Preferred Title: |  |
| Previous Surnames: |  |
| If you prefer to be called by a name other than the one listed above, please specify: |  |
| National Insurance Number: |  |

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| **Contact Details** | |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email Address: |  |

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| **Disability and Accessibility** |
| The Aiming High C.E. Federation has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |
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| **Right to Work in the UK** | |
| Do you have the right to work in the UK (please answer yes or no): |  |
| If yes, please state on what basis (please indicate): | UK Citizen |
| EU Settled Status |
| Skilled Worker Visa |
| Graduate Visa |
| Youth Mobility Visa |
| Other (please state): |

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| **Time Spent Living/Working Overseas** | |
| Have you spent time living and/or working outside of the UK?(please indicate): | |
| Yes | No |
| If yes, please give details, including countries and relevant dates: | |

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| **Education** | | |
| Please provide details of your education from Secondary School onwards. | | |
| Dates Attended (month and year) | Name and Location of School/College/University | Qualifications gained (including grades, awarding body and date of award) |
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| **Training and Professional Development** | | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. | | | | |
| Course Dates | Length of Course | Course Title | Qualification Obtained | Course Provider |
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| **Work Experience – Current Post** | | |
| Job Title: | School/Employer details (name, address, email and/or telephone): | Date of Appointment: |
| Permanent or Temporary: | Part/Full Time: | Salary including allowances: |

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| **Work Experience – Previous Posts** | | | | |
| Please provide details of all previous employment since leaving school, including voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first. | | | | |
| Job Title | Name and Address of Employer | Dates Employed | Description of Responsibilities | Reason for Leaving |
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| **Employment Gaps** | | |
| Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | |
| Start Date | End Date | Reason for Employment Gap |
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| **References** | |
| Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.  Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. | |
| **1st Referee** | |
| Name: |  |
| Address: |  |
| Email address: |  |
| Capacity in which known: |  |
| Is this your current employer? |  |
| **2nd Referee** | |
| Name: |  |
| Address: |  |
| Email address: |  |
| Capacity in which known: |  |

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| **Information in Support of Your Application** |
| You may use this space to provide any information you wish, including any relevant interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. |
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| **Rehabilitation of Offenders Act 1974** |
| The School/Federation is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role.  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 Disclosure and Barring Service website.  For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we’ve received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis. |
| **Declaration** |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references where permission has been sought for the reference and which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I give consent for the named individuals on this application to be contacted to enable a reference to be provided. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. |
| Signature:  Date: |

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| **Data Protection Notice** |
| Throughout this form we have asked for personal data about you. We will 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 |

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| **Right to Work in the UK** |
| The Aiming High C.E. Federation will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  Find out more about how the [school/trust] recruits teachers from overseas [here](https://www.gov.uk/guidance/recruit-teachers-from-overseas). |

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| **Living or Working Abroad** |
| If you’ve lived and/or worked outside of the UK, The Aiming High C.E. Federation 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 |

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| **Child Protection Policy** |
| To view the Aiming High C.E. Federation’s Child Protection Policy, please see the following link:  <https://www.armitage.manchester.sch.uk/_files/ugd/5ec25d_21a618db806e4cd49447e723194a5a23.pdf> |