####

**William Ford C of E Junior School**

Confidential Support Staff Application Form

**Please return this application form to the email or postal address as requested in the advertisement /recruitment pack**

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| POST DETAILS |
| Post Title  | Closing Date  |
| PERSONAL DETAILS |
| Surname/Family Name:  | First Name(s)        |
| Preferred Title(Mr/Mrs/Miss/Ms/Other)Mr | Do you have the right to work in the UK?  YES ☐ NO ☐  | National Ins No        |
| Do you require a Certificate of Sponsorship? YES ☐ NO ☐ Visa Expiry Date        |
| Permanent Private Address       |
|  |
|       | Postcode       |
| Telephone (Day)    | Telephone (Evening)       |
| Mobile       | E-Mail       |
| Do you speak any of other languages? - if so which?  |
| PRESENT EMPLOYMENT |
| Present Post (Title) | Full/Part Time/Job Share | Date Appointed |
|  |  |  |
| Current Salary Point (if school based) | Current Salary | Allowances (if school based)  |
|  |  |        |
| Name and address of employer       |
|  |
|       |
| Postcode      | Telephone       |
| Current role/duties undertaken: |
| Reason for Leaving (if no longer employed):      |

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| **EDUCATION: Secondary School, Further Education College** |
| Name of Institution |  Dates | Qualifications including membership of any relevant professional association |
|  From |  To |
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| **EDUCATION: Higher Education** |
| Name of Institution |  Dates | Qualifications including membership of any relevant professional association |
|  From |  To |
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| **EDUCATION: Further Post Graduate Study** |
| Name of Institution |  Dates | Qualifications including membership of any relevant professional association |
|  From |  To |
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| For what age range were you trained? | Main teaching subjects offered: | Additional subjects offered:      |

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| PROFESSIONAL DEVELOPMENT COURSES ATTENDED WITHIN THE LAST THREE YEARS |
|  Title | Organising Body | Duration |
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| PREVIOUS EMPLOYMENT HISTORY (please enter most recent first and continue on a separate sheet if necessary) *If you have had any breaks in employment since leaving school/college, please give details of these periods and your activities during these times (eg unemployment, raising a family, voluntary work, training and so on)* |
| LA/Academy Trust/Employer’s name and address and school name if applicable | Job Title (and responsibility point if applicable) | **D**ates employed (i.e.) 01.09.03 to 30.04.06 | Reason for leaving |
|  | From | To |
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| **SUPPORTING STATEMENT**  |
| You must use this section to tell us how your knowledge, skills and experiences match the requirements of the job set out in the person specification*.*  |
| (Please expand this section, if necessary, by not more than 2 sides of A4). |

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| ADDITIONAL INFORMATION |
| Are you related to a Governor or member of staff at William Ford C of E Junior School?  YES ☐ NO ☐ |
| If yes state the name and relationship.       |
| N.B. canvassing or failure to disclose relationship will disqualify you. |

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| DISCLOSURE OF CRIMINAL BACKGROUND |
| Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind-overs which you have incurred, including any that would be regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.Disclosure of a criminal background will not necessarily exclude you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Have you ever been convicted by the courts or cautioned, reprimanded **Yes ☐ No ☐**or given a final warning by the Police of a criminal offence?If **YES**, please give brief details of the offence, including the date of the conviction.      Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes ☐ No ☐**If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.Do you have any criminal charges or summonses pending against you? **Yes ☐ No ☐**If **Yes** , please give details.    **NB***: Prior to employment, William Ford C of E Junior School check your details provided in this application against the ISA list of those barred from working with children. Once an offer has been made we will then request an enhanced Disclosure and Barring Service check.*  |

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| REFERENCES (One of these should be your present employer) |
| Please note if you are currently working with children, one reference **must** be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you*.* NB: Please note that William Ford C of E Junior School requires two references prior to employment commencing.External Applications: If you are selected for interview we will take up references. One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer’s reference cannot be provided due to longevity with a previous employer or employment history etc, a suitable alternative shall be agreed.**Internal Applicants:** If you are selected for interview we will seek references from your current Head Teacher/Line Manager. |
| Name     | Name      |
| Address Post Code       | Address     Post Code  |
| Tel Number       | Tel Number       |
| Position in organisation     | Position in organisation      |
| Email  | Email    |
| Relationship       | Relationship  |
| How long have they known you?       | How long have they known you?        |
| Please advise if we can contact your referees prior to interview: YES ☐ NO ☐ |

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| DECLARATION |
| * I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and qualifications, medical clearance.
* I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
* I declare that the information I have given is, to the best of my knowledge, true and complete.
* I agree that the information given may be used for registered purposes under the Data Protection Act 1998.
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| Signed | Date |
| (Please note if you are applying on the web you will be required to sign this declaration at interview) |

**DATA PROTECTION ACT 1998**

In order to process your application and for no other reason, you are requested to complete and return this application form. William Ford C of E Junior School is fully committed to compliance with the Data Protection Act 1998 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

***Please return this form to the email or postal address as requested in the advertisement/recruitment pack****.*

***Thank you for applying for this post.***

September 2021

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| **MONITORING INFORMATION** |
| **To monitor the effectiveness of the school’s Equal Opportunity policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.** |
| **Appointment of:**  |
| **Monitoring Ethnic Origin**Please indicate your ethnic origin by ticking one of the five broad divisions shown below: |
| **White** | **Black or Black British** |
| ☐ | British | ☐ | African |
| ☐ | Irish | ☐ | Caribbean |
|  | Any other White background (please specify below)      |  | Any other Black background(please specify below)      |
|  |
| **Asian or Asian British** | **Dual or Multiple Heritage** |
| ☐ | Bangladeshi | ☐ | White and Asian |
| ☐ | Indian | ☐ | White and Black African |
| ☐ | Pakistani | ☐ | White and Black Caribbean |
|  | Any other Asian background(please specify below)      |  | Any other dual or multiple heritage(please specify below)      |
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| **Chinese or Other Ethnic Group** |
| ☐ | Chinese | Any other ethnic background (please specify)       | Do not wish to declare **☐**  |
| **Monitoring Disability**Do you consider yourself to have a disability as defined\* in the Disability Discrimination Act 1995.The Act defines disability as: “a physical or mental impairment which has substantial and long-term effect on a person’s ability to carry out normal day to day activities”. |
|  YES **☐**  |  NO **☐** |  Do not wish to declare **☐**  |
| Monitoring GenderPlease tick one box |
|  Female **☐**  |  Male **☐** |  Do not wish to declare **☐**  |
| Monitoring Media(for response monitoring purposes only) |
| Name of media or how you knew about this job    TES Online  |
| SECTION B |
| To which one of the following age groups do you belong? |
| Under 20 ☐ | 20-29 ☐ | 30-39 ☐ | 40-49 ☐ | 50-59 ☐ | 60 and over ☐ |
| What is your religion? *Please tick one box only* |
| None ☐ | Christian ☐ | Buddhist ☐ | Hindu ☐ | Muslim ☐ |
| Sikh ☐ | Jewish ☐ | Other ☐ | If “other” please specify ☐ | Do not wish to declare ☐ |
| What is your Sexuality? *Please tick one box only.* |
| Heterosexual ☐ | Gay Man ☐ | Bisexual ☐ | Lesbian ☐ | Do not wish to declare ☐ |