



Application for Support Staff

CONFIDENTIAL

The information provided on this form will be processed in accordance with the Data Protection Act 2018

Please return your completed application to the address in the advert

If you require this application form in a different format, please contact the Academy/Trust

Please read the enclosed guidance notes before completing your application

Please complete the form in BLACK ink or electronically

Winning Hearts, Inspiring Minds.

1. Vacancy Details

| | |
|----------------------|------------|
| Academy / Trust name | |
| Post Title | |
| Vacancy Number | |
| Closing Date | (DD/MM/YY) |

Media Source

| | |
|--|--|
| Where did you see / hear about this post | |
|--|--|

For Office Use Only

To be completed prior to removal of personal information and before submitting for short listing

| | |
|---------------------|--|
| Candidate ID Number | |
|---------------------|--|

2. Personal Information

Personal details which may identify protected characteristics under the Equalities Act 2010 i.e. age/ gender/race, are contained in a detachable section at the end of the application. Only personal details required for processing your application are contained in this section.

Eligibility to work in the UK

| | | | | |
|---|---|--|---|--|
| Do you have permission to work in the UK? | Y | | N | |
| National Insurance Number | | | | |

Unique Teacher Numbers

| | |
|-----------------------|--|
| Teacher Reference No. | |
|-----------------------|--|

Higher Level Teaching Assistant (HLTA)

| | | | | |
|--------------------------|------------|--|---|--|
| Do you have HLTA Status? | Y | | N | |
| If YES, date obtained | (DD/MM/YY) | | | |

National Professional Qualification for Headship (NPQH)

| | | | | |
|---|------------|--|---|--|
| Do you hold NPQH? | Y | | N | |
| If YES, date obtained | (DD/MM/YY) | | | |
| If partially complete, please state how long left to complete | | | | |

Driving Licence

You are only required to complete this section if a driving licence is an essential requirement for the post

| | | | | |
|--|---|--|---|--|
| Do you hold a full UK driving licence? | Y | | N | |
|--|---|--|---|--|

Job Share

| | | | | |
|--|---|--|---|--|
| Are you applying for this post as a job share? | Y | | N | |
|--|---|--|---|--|

Please continue to the Employment History section on the following page

3. Employment History

Please give details of your current employer, or last employer if you are not currently employed.

| | |
|-----------------------------------|--|
| School / College or Employer Name | |
| Address | |
| | |
| | |
| Postcode | |
| Telephone | |

| | |
|----------------|------------|
| Job Title | |
| Date appointed | (DD/MM/YY) |
| Responsible to | Name |
| | Position |

| | | |
|-------------------------------|------------------------|-------|
| Salary £ | Grade (please specify) | Point |
| Allowances £ (please specify) | Full / Part time | |

| | |
|---|----------------|
| a) Notice required or b) Date left (DD/MM/YY) | a) or b) |
| a) Reason for seeking alternative employment or b) Reason for Leaving | a) or b) |

| | |
|--|--|
| Brief description of duties and responsibilities | |
|--|--|

For school/college based posts, please also complete the following

| | | | |
|---|--|---------------|--|
| Local Authority | | | |
| School Type (i.e. Community, VA, Trust, Free School, Academy) | | Age Range | |
| Group Size | | NOR (approx.) | |
| Key Stage | | Subject | |

Please give details here of all previous periods of employment starting with the most recent.

| Employer (Please state LA and School/ College or other employer as applicable) | NOR and Group Size (if applicable) | Post Title | Area of responsibility (if applicable) | Grade /Scale and Salary | Full or Part Time | Dates (DD/MM/YY) | | Reason for Leaving |
|---|------------------------------------|------------|--|-------------------------|-------------------|------------------|----|--------------------|
| | | | | | | From | To | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Please continue on a separate sheet if necessary, and include with your application form.

Gaps in Employment History

Please detail any gaps in your employment history, starting with the most recent

| Dates (DD/MM/YY) | | Reason |
|------------------|----|--------|
| From | To | |
| | | |
| | | |
| | | |
| | | |

Please continue on a separate sheet if necessary, and include with your application form.

Other Relevant Experience

Please tell us about any relevant unpaid work or voluntary experience

| Organisation | Role / Experience | Dates (DD/MM/YY) | |
|--------------|-------------------|------------------|----|
| | | From | To |
| | | | |
| | | | |

Please continue on a separate sheet if necessary, and include with your application form.

4. Education

a) Secondary / Higher

| School / College (Please give address) | Dates (DD/MM/YY) | | Full or Part Time |
|---|------------------|----|----------------------|
| | From | To | |
| | | | |
| | | | |
| | | | |

| Examinations Passed | Date Awarded (DD/MM/YY) | Subjects | Grades |
|---|----------------------------|----------|--------|
| GCE 'O' level / GCSE or equivalent (inc. NVQ Level 2) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| GCSE 'A' level or equivalent (inc. NVQ Level 3) | | | |
| | | | |
| | | | |
| | | | |
| Other (please specify examinations passed) | | | |
| | | | |
| | | | |

Please continue on a separate sheet if necessary, and include with your application form.

(b) University / College / Professional qualifications

Including in-service courses leading to recognised qualifications (e.g. NPQH)

| College / University / Institute | From (DD/MM/YY) | To (DD/MM/YY) | Qualifications obtained | Classification | Date Awarded (DD/MM/YY) |
|-------------------------------------|--------------------|------------------|----------------------------|----------------|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Please continue on a separate sheet if necessary, and include with your application form.

5. Membership of Professional Bodies/Institutions

You are only required to complete this section if a qualification and/or membership of a professional or technical body is an essential/desirable requirement on the Person Specification (comparable overseas qualifications should be included)

| Institution / Association | Class of membership | Year of election |
|---------------------------|---------------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Please continue on a separate sheet if necessary, and include with your application form.

6. Continuing Professional Development

In-Service Courses attending during the past three years, including details of course/activities towards which you have contributed

| Activity | Organising Body | Outcome | Duration |
|----------|-----------------|---------|----------|
| | | | |
| | | | |
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Please continue on a separate sheet if necessary, and include with your application form.

Other relevant interests and abilities

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|--|
| |
|--|

7. Supporting Evidence

Please provide details of how you meet the criteria detailed in the person specification for this role. You should give as much relevant evidence in support of your application.

8. Referees

Please provide the name of two referees; one referee should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or from people writing solely in the capacity of friends. As part of our commitment to safeguarding children and safer recruitment, references will be requested for short-listed candidates prior to interview.

| Reference 1 | |
|---------------------|--|
| Name | |
| Position | |
| Relationship to you | |
| Organisation | |
| Address | |
| | |
| | |
| | |
| Postcode | |
| Telephone | |
| Fax | |
| Email | |

| Reference 2 | |
|---------------------|--|
| Name | |
| Position | |
| Relationship to you | |
| Organisation | |
| Address | |
| | |
| | |
| | |
| Postcode | |
| Telephone | |
| Fax | |
| Email | |

9. Verification Information

Answering YES to the following questions will not necessarily prevent you from being considered for the post

Relationships

| | | | | |
|--|---|--|---|--|
| Are you related to, or have a close relationship with any Employee or Governor of the Academy/Trust? | Y | | N | |
| If YES please give brief details | | | | |

Disciplinary

We may discuss the reasons for this with you and your current or previous employer should you be called for interview.

| | | | | |
|---|---|--|---|--|
| 1. For reasons other than health, have you been the subject of a formal disciplinary sanction in your current employment? | Y | | N | |
| 2. For reasons other than health, are you in the process of on-going disciplinary proceedings in your current employment? | Y | | N | |
| 3. For reasons other than health, have you been the subject of a formal disciplinary sanction in any previous employment? | Y | | N | |

Cautions and Convictions

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.

| | | | | |
|--|---|--|---|--|
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Y | | N | |
| 2. Do you have 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? ? | Y | | N | |

10. Declaration

By submitting this form either by post, online or as an email attachment, you are confirming the following:

I declare that all information submitted in this application form is true, and that I have not deliberately withheld any relevant information. I understand that deliberate falsification or failure to disclose relevant information may lead to my application being rejected, any offer being withdrawn or employment being terminated without notice.

I confirm that I have provided my complete employment history.

I confirm that I have not canvassed any Employee or Governor of the Academy/Trust either directly or indirectly, in connection with this application and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with any Employee or Governor of the Academy/Trust may also disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice.

I confirm that I have read and understood the information relating to the Rehabilitation of Offenders Act, and understand that failure to disclose any information in this section may disqualify me as a candidate, and where such failure is discovered after appointment I may be liable to dismissal without notice.

I understand that it would be a criminal offence for me to apply for a post that involves working with children, young people and/or vulnerable adults if my name is included on the Independent Safeguarding Authority's List of those barred from working with such groups.

I understand that this post is subject to satisfactory Disclosure and Barring Service and Occupational Health clearances, and acceptance of any offer is deemed as acceptance to undertake an Enhanced DBS disclosure check and Health Assessment. I understand that if such clearances are unsatisfactory this may result in dismissal without notice.

I understand that references will be obtained prior to interview, and consent to any information provided in this application being verified with previous employers and/or education establishments.

I give consent for the information provided on this form and in connection with my application to be held on computer and/or other relevant filing systems and be processed and verified in accordance with the Data Protection Act 2018. I understand that if successful this information will become part of my personal record and if unsuccessful the information will be held confidentially and destroyed 12 months from the closing date, in accordance with the Data Protection Act 2018.

| | |
|------------|------------|
| Signed | |
| Print Name | |
| Date | (DD/MM/YY) |