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**JOB APPLICATION FORM – SUPPORT STAFF POST**

Please return this application form to:

**Donna Harmer**

**Business Operations Manager**

**Sir John Leman High School**

**Ringsfield Road**

**Beccles**

**NR34 9PG**

[dxh@sirjohnleman.co.uk](mailto:dxh@sirjohnleman.co.uk)

**About the job you are applying for:**

|  |  |
| --- | --- |
| Job title: |  |
| Name of School: |  |

Where did you hear/see this job advertised?

Indeed Website Social Media Word of mouth

If other, please define here: ……………………………………………………………….

**Section 1 – Personal information**

|  |  |  |
| --- | --- | --- |
| Title: |  | |
| Forename(s): |  | |
| Surname: |  | |
| Address:  Postcode: |  | |
| Mobile Tel No: |  | |
| Email: |  | |
| N.I. Number: |  | |
| If you have previously worked as a teacher, please give your Teacher Reference No: | |  |
| Any former names used (in full): | |  |

|  |
| --- |
| **Flexible Working**  Are you applying to do this job on a part time/job share basis? Yes / No  If yes, please give details of the number of hours/days per week that you wish to apply for:  …………………………………………………………………………………………………..  ………………………………………………………………………………………………….. |

**Section 2 – How you meet the Selection Criteria**

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

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**Section 3 – Work and other relevant experience**

Please list a full and unbroken record of your employment and other activities, either paid or unpaid. Please photocopy this page if you need to in order to provide a full and unbroken record. Start with your current or most recent post and work backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of organisation: | Post held: | Salary details: |
| Brief description of duties: | | | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of organisation: | Post held: | Salary details: |
| Brief description of duties: | | | Reason for leaving: |
| Dates  From:  To: | Name and address of organisation: | Post held: | Salary details: |
| Brief description of duties: | | | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of organisation: | Post held: | Salary details: |
| Brief description of duties: | | | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of organisation: | Post held: | Salary details: |
| Brief description of duties: | | | Reason for leaving: |

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| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of organisation: | Post held: | Salary details: |
| Brief description of duties: | | | Reason for leaving: |

**Section 4 – Qualifications and Training**

**Secondary Education (CSE, GCE, GCSE, RSA, A/AS level or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date (mm/yyyy) | Examination type | Subject(s) | Grade achieved |
|  | GCSE |  |  |
|  | AS/A Level |  |  |
|  | Other |  |  |

**Further and Higher Education (Degree, Diploma, BTEC, NVQ or other equivalent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date (mm/yyyy) | Qualification and examining body | Subject(s) | Pass level or grade | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for). | | | |

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Please do not send anything now**. Further information will be sent to you should you be invited to interview.

|  |
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| Personal interests/hobbies: |

**Section 5 – Declarations**

**Entitlement to work in the UK**

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

If **Yes,** are there conditions attached (e.g. time limits)? Yes No

If **Yes,** please give details:

……………………………………………………………………………………………………

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

We are committed to equality of opportunity. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

Canvassing of Trust/Board Members, School Committee Members, Senior Employees or other members of the school community by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Trust/Board Members, School Committee Members, Senior Employees or other members of the school community:

|  |  |
| --- | --- |
| Name: |  |
| Position held: |  |
| Academy/School: |  |
| Relationship to you: |  |

**Police and Criminal Record**

It is the Trust’s policy to require all applicants to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice. The job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

Please state ‘none’ if appropriate or continue on a separate sheet if necessary, clearly marking each sheet with your National Insurance Number.

…………………………………………………………………………………………………......

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**Section 6 – References**

Please give the names and contact details of at least two referees who have knowledge of you in a professional capacity. One of them must be your current or most recent employer or tutor. References should be provided by the Headteacher or establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.

|  |  |
| --- | --- |
| **Reference 1** | |
| Name: |  |
| Address: |  |
| Email: |  |
| Tel: |  |
| Organisation: |  |
| Employer Educational Personal | |

|  |  |
| --- | --- |
| **Reference 2** | |
| Name: |  |
| Address: |  |
| Email: |  |
| Tel: |  |
| Organisation: |  |
| Employer Educational Personal | |

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below:

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| YES NO | YES NO |

We operate a policy of open references. This means that you may read any references received in relation to you, on written request.

**Section 7 – Health**

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| --- |
| Please give us any relevant information relating to medical conditions or disabilities that may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application. |

**Section 8 – Declaration and Data Protection Statement**

I consent to Waveney Valley Academies Trust carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that Waveney Valley Academies Trust will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for Waveney Valley Academies Trust to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to Waveney Valley Academies Trust carrying out on-line status checks using the DBS Update Service as and when required.

To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees/previous and/or current employers.

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

Signed:

Date:

**Section 9 – Equality and Diversity Monitoring**

This section will be separated from the rest of the application. Collection of equality information is solely for monitoring purposes. We collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data entered on this form will only be used for monitoring purposes and will not be used in assessing your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation (GDPR).

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity** | **Workforce census code** | | **Please tick** |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black-Caribbean |  |
|  | BAFR | Black-African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
|  | CHNE | Chinese |  |
|  | OOTH | Any other ethnic group |  |
|  | REFU | Refused / Prefer not to say |  |

|  |  |
| --- | --- |
| **Gender** | **Please tick** |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Sexual orientation** | **Please tick** |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Religion or belief** | **Please tick** |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (please write in box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Personal relationship** | **Please tick** |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Disability**  **Do you consider that you have a disability?** | **Please tick** |
| Yes – Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  | |
| My disability is: | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/Difficulty |  |
| Long-standing Illness |  |
| Other |  |
| Prefer not to say |  |