**CONFIDENTIAL** 

### 

**SUPPORT STAFF APPLICATION FORM**

**WILDERN ACADEMY TRUST PURSUES A POLICY OF EQUALITY OF EMPLOYMENT**

**Please use black ink/print when completing this form**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| 1. Application for the post of: |  | At: (School/ Establishment) |  |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.** Last Name |  | | | First Names |  |
|  | | | | | |
| Title |  | Any Previous Last Names | | |  |
|  | | | | | |
| Address | Post Code: | | | | |
|  |
|  |
|  | | | | | |
| Daytime  Tel No. |  | | Evening /Mobile  Tel No. | |  |
|  | | | | | |
| E-mail |  | | | | |
|  | | | | | |

**3. Education** (Secondary, Further / Higher)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment (name and town) | From | To | | Qualifications / Grade / Date awarded |
|  |  |  | |  |
|  | | |  | |

**4. Job related training** (include membership of professional institutes, vocational and non-vocational courses)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institute / Courses studied | From | To | Standard or level achieved and date awarded | |
|  |  |  |  | |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5. Employment history**  If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.** | | | | | |
|  | | | | | |
| Current employer | | | | | |
|  | | | | | |
| Employer’s name/dept | |  | | | |
|  | | | | | |
| Address |  | | | Postcode | |
|  | | | | | |
| Post held |  | | Date appointed | |  |
|  | | | | | |
| Salary |  | | Grade (if applicable) | |  |
|  | | | | | |
| Other  allowances |  | | | | |
|  | | | | | |
| Notice period |  | | | | |
|  | | | | | |

**Previous *experience*** *(most recent employer first).* ***Please include details of gaps in employment here.*** A separate curriculum vitae **should not** be enclosed in substitution.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer’s name and type of business | Post held | Date | | | | Reason for leaving |
| From  Month Year | | To  Month Year | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**6. Reasons for applying for this post**

|  |
| --- |
|  |

**7. Statement in support of application**

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time.

Attach a continuation sheet if necessary.

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **8. References**  Please give details below of two people who can provide information that will confirm your suitability for this post. **One person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity where possible. References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | | |
| Name |  | | Position | |  | |
|  | | | | | | |
| Address |  | | | | | Postcode: |
|  | | | | | | |
| Daytime tel. no. | |  | | Email: |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | | Position | |  | |
|  | | | | | | |
| Address |  | | | | | Postcode: |
|  | | | | | | |
| Daytime tel. no. | |  | | Email: |  | |
|  | | | | | | |

**9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Rehabilitiion of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activites, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if ther are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

**PLEASE NOTE:**

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
* Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.
* **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
* It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
* Criminal record certificates will only be issued directly to the applicant. We will record your DBS number and issue date and retain this our Single Central Register in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation).

|  |
| --- |
|  |

|  |
| --- |
| **10.** **Where did you see the advertisement for this post?** |
|  |
|  |
|  |

**11.** **Further information and declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Would you require sponsorship (previously a work permit) to take up this post? | **YES** |  | **NO** |  |
|  |  |  |  |  |
| Do you hold a full UK driving licence? | **YES** |  | **NO** |  |
|  |  |  |  |  |
| Would you have use of a car for work? | **YES** |  | **NO** |  |

|  |  |
| --- | --- |
| National Insurance number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children’s Services Department, or a governor or senior employee of any school within the Wildern Academy Trust. |  | | | |
| **YES** |  | **NO** |  |

If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children’s Services Department, governor or senior employee of the school within the Wildern Academy Trust.

|  |
| --- |
|  |

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Candidate |  |  | Date |  |
|  | | | | | |

*September 2021*

|  |
| --- |
| **Privacy notice** |
| |  | | --- | | The Trust collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the Trust.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you.  Please see the Schools website for further details on their privacy notice and data protection policy.  You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data. | |