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| **Support Staff Application for Employment** |

**Please complete using black ink or type**

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| **Application for Appointment as:** |  |
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| **Closing Date:** |  |
|  |  |
| **Title and Last Name/Family Name:** |  |
|  |  |
| **Previous Last Name:** |  |
|  |  |
| **First Name:** |  |

**Please ensure you complete the Equalities Monitoring form at the back of this document.**

**Please state where you found out about this vacancy: ……………………………………………………..**

# Some guidelines to help you…

Our staff play a vital role in providing excellent services to the local community. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

# General Information About You

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| Home Address | Address for communications (if different) |

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| --- | --- | --- | --- |
| Telephone No. Home:  May we contact you here? **Yes No** |  | Alternative Telephone No:  May we contact you here? **Yes No** |  |

|  |  |
| --- | --- |
| Date of Birth: (optional) | Email Address: |

Do you have a full current UK driving licence (if applicable)? **Yes No**

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| Do you have any current endorsements? **Yes No** If yes, please give brief details. |

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| If you are successful, when could you start this job? |

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| Are you related to any member of Thamesview School’s Governing Body or to the Headteacher?  **Yes No** If yes, please give brief details. |

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| Are you aware of any matter, which might call into question your integrity as an employee or bring you/or Thamesview School into disrepute.  **Yes No** If yes, please give brief details. |

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| **National Insurance Number** |

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance Number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

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| **Employment** |

**Present or most recent employment details.**

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| Name and Address of Employer: |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Salary: |  |

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| --- | --- | --- | --- |
| Date started: |  | Date of leaving:  (if applicable) |  |
| Main duties and responsibilities including line managing: Please use a separate page if necessary | | | |

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| **Qualifications Achieved from Secondary, Higher and/or Further Education** |

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| --- | --- | --- |
| School/College/University attended | Qualifications (include Degrees, GCSE/O levels, A levels or equivalent, NVQ’s, work based courses and any further education) | Grade andYear taken (if any) |
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**Previous Employment**

You must explain any gaps in your job history. Please use a separate page if necessary.

**Please give details of all employment.**

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| --- | --- | --- |
| Name and full address of Employer | Dates | Job Held and Reason for Leaving |
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| **Membership of Professional Organisations and Institutions** |

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| --- | --- | --- | --- |
| Name | Date achieved | Membership status | By examination (Yes/No) |
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| **Other Skills, Hobbies and Interests – including languages (spoken/written), computers, etc.** |

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| (Please include details of any public duties, community or voluntary work experience) |

**Employment Record**

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| Have you ever had any issues related to Misconduct/Gross Misconduct/Capability or Competency started against you? Yes/No Has there ever been any type of internal investigation for your behaviour or conduct at or outside your place of work? Yes/NoHas the School’s Personnel Service or other related agency ever had to be involved in any matters related to you? Yes/NoIf yes, to any of the above questions, please explain: |
| **Referees** | | |

Give details of two people to whom a request for a reference can be made; **preferably they should be your current/most recent employer, and the employer previous to that**. In the case of school / college / university leavers, your tutor can be used. In certain circumstances a reference may be requested from any of your previous employers.

**Reference 1 Reference 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | Name: |  | |
| Relationship to you |  | Relationship to you: |  | |
| Address:  Email Address: |  | Address:  Email address: |  | |
| Tel. No: |  | Tel. No: |  | |
| May we contact prior to interview? Yes No | | May we contact prior to interview? Yes No | |

**Criminal Offences**

The post for which you have applied will bring you into contact with young people under the age of 18 years. For this reason the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and Associated Orders. Applicants are not, therefore, entitled to withhold details of any convictions. You must make a full disclosure of all convictions, however trivial and however old, the only exception being minor offences involving motor vehicles. If the post were offered to you, it would be conditional upon you agreeing to the request of an enhanced disclosure from the Criminal Records Bureau. If that check revealed any undisclosed convictions, the Governing Body would reserve the right to terminate your appointment.

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| Details of any relevant cautions or convictions: |

**Reason for application**

**Please state why you would like this job.**

# Using the job description and person specification as a guide, please include a maximum two page summary with your name at the top and the post title applied for, outlining your skills, experience and suitability to this post - you may wish to submit an additional CV as well.

**Declaration**

I understand that personal information that I have provided will be computerised for administrative purposes including statutory returns.

(You will be given a copy of information that is held in the computer)

I do declare that the information I have given in this application form is true and accept that if I have knowingly given false information it may result in my application being no longer considered or my appointment not being confirmed or I being dismissed. I agree that if I am offered the appointment, it will be subject to the Governing Body making checks about me against Police Records of criminal convictions and I hereby agree to such checks being carried out.

**Insert Name in Lieu of Signature if electronic application –**

**Date –**

**The completed application form should be sent electronically to:**

[**k.mcgowan@thamesview.kent.sch.uk**](mailto:k.mcgowan@thamesview.kent.sch.uk)

**or as a hardcopy to:**

**HR**

**Thamesview School**

**Thong Lane**

**GRAVESEND**

**Kent**

**DA12 4LF**

**Statement on Online Searching of Shortlisted Candidates**

**Keeping Children Safe in Education (September 2022) paragraph 220 states that:**

*“As part of the shortlisting process, schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.”*

Thamesview School therefore conducts online searches of shortlisted candidates in order to identify candidates who may not be suitable to work alongside children. These searches are only used to check the suitability of shortlisted candidates for working with children and are not used to investigate other areas of a person’s life.

Some of the information we look for during these searches include evidence of offensive or inappropriate behaviour, jokes or language, discriminatory comments, inappropriate photos, drug or alcohol misuse and anything that suggests a candidate may not be suitable to work with children.

Searches are conducted in line with set parameters to ensure there is consistency in the range of what is searched for with each candidate. These searches include:

* A basic Google (or another search engine) search;
* The main social media and video platforms such as Facebook, Twitter, Instagram, TikTok and YouTube;
* A search of professional sites such as Linked In.

The online review is completed by the HR Assistant who does not sit on the selection panel for recruitment and who only feeds in information to the recruiting process any information found in the online review which impacts safeguarding or reputation.

The HR Assistant ensures that no information which can be deemed as irrelevant to the recruiting process such as age, gender or race is passed to the selection panel. Any information deemed to be relevant which is uncovered during the online search process is reviewed and if appropriate then raised with the candidate to allow them to address any concerns the School may have. All data and information is held and treated in line with the School’s Data Protection Policy and all relevant government legislation relating to use of personal data.

If a candidate has any concerns or question regarding the online search process they are asked to please contact the HR Manager or Headteacher.

**CONFIDENTIAL**

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|  | **DISABILITY STATEMENT** |  |

**Thamesview School aims to be a fair employer and is committed to equality of opportunity for disabled people. Applications from disabled people are welcome. All disabled applicants who meet the minimum criteria will be guaranteed an interview. At interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.**

In order to help us fulfil our aims, please answer the following questions:

1. **Do you consider yourself to be disabled? Yes No**

If **yes**, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

The Disability Discrimination Act 1995 defines disability as

“a physical or mental impairment which has a substantial

and long-term adverse affect on an individual’s ability to

carry out normal day-to-day activities.” **Yes No**

1. **Is there anything you would particularly like to tell us about your disability?**

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**3. If you wish us to try to arrange for any of the following to be available, if you are called for an interview,** please tick.

* induction loop or other hearing enhancement
* sign language interpreter (please state type)
* keyboard for written tests
* someone with you at the interview (e.g. advocate or facilitator)
* assistance in and out of vehicle
* accessible car parking
* wheelchair access
* accessible toilet
* other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information you have given will only be shared with the recruiting manager if you are shortlisted. This is to enable appropriate, reasonable accommodations to be made

to our selection processes and to provide facilities where necessary.

**It will be treated as confidential.**

Thank you for providing this information.

**CONFIDENTIAL**

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|  | | **EQUAL OPPORTUNITIES**  **MONITORING FORM** | | | |  |
| **Thamesview School values diversity in its workforce and aims to recruit and value a workforce that reflects the diverse make-up of the community of Kent.**  **As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce.**  Please tick one box only, indicating the category that best describes your ethnic origin. | | |  | | | |
| **ETHNIC ORIGIN** | | | |
| **White**  British  Irish | |  | |
| Any other White background   (please specify) | |  | |
|  | |  | |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian | |  | |
| Any other mixed background   (please specify) | |  | |
|  | |  | |
| **Asian or Asian British**  Indian  Pakistani  Bangladeshi | |  | |
| Any other Asian background  (please specify) | |  | |
|  | |  | |
| **Black or Black British**  Caribbean  African | |  | |
| Any other Black background  (please specify) | |  | |
|  | |  | |
| **Chinese or other Ethnic Group**  Chinese | |  | |
| Any other ethnic background   (please specify) | |  | |
| **Gender** Male Female | | |  | |  | |
| **Age Range**  (Please tick) | Up to 19 **20 – 25**  **26 – 35**  **36 – 45** | | | **46 – 55**  **56 – 65**  **over 65** | | |

**Protecting your personal information** The information you have provided will be retained and used by Thamesview School only for the purposes of monitoring the composition of the workforce and the fair application of policies and procedures in line with our Equality Policy Statement. **11/04**