**APPLICATION FORM**

**Support Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Job Title** |  | **Office Reference** |  |

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of the application. Guidance of how to complete this form can be found in our Recruitment Pack.

|  |
| --- |
| **Personal Information** |
| **Title** |  |
| **Forenames (s)** |  |
| **Surname** |  |
| **Previous Surname (s)** |  |
| * **Current Address**
 |  |
| **Postcode** |  |
| * **Phone Number**
 |  |
| **Email Address** |  |
| * **Date of Birth**
 |  |
| **National Insurance Number** |  |

|  |
| --- |
| **Current/Most Recent Employment** |
| **Name of Employer** |  |
| **Address of Employer** |  |
| **Phone Number of Employer** |  |
| **Job Title** |  |
| **Date Appointed** |  |
| * **Current Salary**
 |  |
| **Notice Period** |  |

|  |
| --- |
| **Employment History**Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. |
| *Job Title* | *Employer* | *Full or Part Time* | *Start Date* | *Leave Date* | *Reason for Leaving* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Education** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. |
| *Name of School / College / University* | *Subject* | *Grade* | *Year Achieved* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Other Qualifications / Courses** Please provide details of any recognised qualifications or courses attended which are relevant to the job application. |
| *Name of Awarding Body* | *Subject* | *Grade* | *Year Achieved* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Personal Statement**Please explain why you are applying for this position within our Trust and use the Person Specification to advise of relevant experience, interests and skills.  |
|  |

|  |
| --- |
| **References**Please see who you can nominate for a referee in our Recruitment Pack and what information we will request from them (this can also be found in our Reference Declaration below). Relatives or friends will ­not be accepted.  |
| **Referee 1** |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email Address** *(this must not be a personal email address)* |  |
| **Relationship** |  |
| **Consent to this reference being requested before interview?**  | Yes [ ]  | No [ ]  |
|  |  |  |
| **Referee 2** |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email Address** *(this must not be a personal email address)* |  |
| **Relationship** |  |
| **Consent to this reference being requested before interview?**  | Yes [ ]  | No [ ]  |

|  |
| --- |
| **Reference Declaration** |
| In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.Reference requests sent to your referees will ask the referee to confirm as a minimum:* The referee’s relationship with the candidate
* Details of the applicant’s current post and salary
* Performance history
* All formal time-limited capability warnings which have not passed the expiration date
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below, I consent to my named referees being contacted in accordance with the above. |
| **Signature** |  |
| **Print Name** |  |
| **Date** |  |
| *You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.*  |

|  |
| --- |
| **Online Searches**Please provide your online profiles below to help us fulfill our duty to Keeping Children Safe in Education. You can find more information about online searches and what we look for in our Recruitment Pack. |
| *Profile* | *Username* | *Link* |
| **Facebook** |  |  |
| **Instagram** |  |  |
| **X (Twitter)** |  |  |
| **LinkedIn** |  |  |
| **TikTok** |  |  |
| **Youtube** |  |  |
| **Other (insert details)** |  |  |

1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the School’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

In addition, the job you are applying for 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.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

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.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

1. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website.

The person responsible for Data Protection in our organisation is David Coleman and you can contact them with any questions relating to our handling of your data. You can contact them by telephoning 01427 612572.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

1. Notes
* Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
* Canvassing, directly or indirectly, an employee or governor will disqualify the application.
* Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
* This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

|  |
| --- |
| **Declaration** |
| I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form. |
| **Signature** |  |
| **Print Name** |  |
| **Date** |  |

|  |
| --- |
| **Equality and Diversity Monitoring**Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring 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 2018 (GDPR), as outlined in section 10. |
| *Ethnicity* | *Tick* |  | *Gender* | *Tick* |
| White | British/ English/ Welsh/ Northern Irish/ Scottish |  |  | Male |  |
|  | Irish |  |  | Female |  |
|  | Traveler of Irish Heritage |  |  | Transgender |  |
|  | Gypsy / Roma |  |  | Prefer not to say |  |
|  | Any other White background |  |  |  |  |
| Mixed | White and Black Caribbean |  |  | *Sexual Orientation* |  *Tick* |
|  | White and Black African |  |  | Bi-sexual |  |
|  | White and Asian |  |  | Gay man |  |
|  | Any other Mixed background |  |  | Gay woman |  |
| Asian or Asian British | Indian |  |  | Heterosexual |  |
|  | Pakistani |  |  | Other |  |
|  | Bangladeshi |  |  | Prefer not to say |  |
|  | Chinese |  |  |  |  |
|  | Any other Asian background |  |  | *Relationship Status* |  *Tick* |
| Black or Black British | Black – Caribbean |  |  | Single |  |
|  | Black – African |  |  | Married |  |
|  | Any other Black background |  |  | Co-habiting |  |
| Other ethnic group | Arab |  |  | Civil Partnership |  |
|  | Chinese |  |  | Prefer not to say |  |
|  | Refused/Prefer Not to Say |  |  |  |  |
|  | Any other ethnic group |  |  |  |  |
|  |  |  |  |  |  |
| *Religion or Belief* | *Tick* |  | *Disability* |  *Tick* |
| No religion |  |  | No |  |
| Christian (including all denominations) |  |  | Yes (please complete below) |  |
| Buddhist |  |  | Prefer not to say |  |
| Hindu |  |  |  |  |
| Jewish |  |  | *My disability is* |  *Tick* |
| Muslim |  |  | Physical impairment |  |
| Sikh |  |  | Sensory impairment |  |
| Any other religion (please state) |  |  | Mental health condition |  |
| Prefer not to say |  |  | Learning disability/difficulty |  |
|  |  |  | Other |  |
|  |  |  | Prefer not to say |  |