Employment Application Form: Support Staff



Internal use only

Reference no:

Date received:

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 Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

|  |  |
| --- | --- |
| Vacancy Job Title | Cleaner |

Part 1: Information for Shortlisting and Interviewing

Initials: N Surname or Family Name: Pinto da Silva

Previous Surnames: Click or tap here to enter text.

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

1. Current/Most Recent Employment:

|  |  |
| --- | --- |
| Name, and address of employer | Abm catering solutions  Eagle Court  Saltisford  Warwick  CV34 4AF |
| Job title  Please enclose a copy of the job description, if possible | Mobile School Catering Assistant : serving the children, preparing salads, setting up the tables, washing pots,mopping the floor and empty trash |
| Date appointed to this post | 05/06/2023 |
| Current salary | 10.42 |
| Date available to begin new job | Immediately |

1. Full Chronological 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.

Please enclose a continuation sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title or position | Name and address of school, other employer, or description of activity | Number on roll and type of school, if applicable | Full or part-time | Dates (DD/MM/YYYY) | | Reason for  leaving |
| From | To |
| Mobile School Catering Assistant  Prepare salad  Setting the tables  Prepare sandwiches  Serving the children  Sweeping, mopping floor  Cleaning the hot cupboard  Empty trash  Wash up dirty dishes, pans and ensuring that the kitchen is fully prepared for next day service. | Abm catering solutions  Eagle Court  Saltisford  Warwick  CV34 4AF | 15 hours  Depending where the company will send me | Part time | 05/06/2023 | Present | Looking for extra hours |
| Ward host/hostess  Provide a warm and welcoming environment for patients.  Provide menus, take orders from patients and support with all dietary and allergen queries  Ensure that all food is prepared in a safe and hygienic manner at all times.Service of food to patients at designated times.  Prepare and deliver all refreshments and meals for dinner service.  Collect, wash, refill and distribute patient water jugs and glasses.  Clear down ward areas and wash up  dirty dishes ensuring that the kitchen is fully prepared for next service. | Medirest compass group  Peterborough City Hospital  Edith Cavell Campus, Bretton Gate, Peterborough PE3 9GZ | 15 hours | Part time | 07/04/2022 | 30/11/2023 | Looking for flexible hours (as school jobs) |
| Kitchen porter  Washing plates, cutlery, crockery and cooking equipment  Preparing raw ingredients for cooking as : Lobsters, prawns, calamari, making burgers, camembert,Beef Wellingtons, prepare the Sunday roast.  Receiving deliveries and storing them  General cleaning off the workspace and the back of the restaurant  Working with the kitchen team serving desserts and starts | Middletons Steakhouse & Grill  9-15, Bridge St, Peterborough PE1 1HJ | 40 plus | Full time | 05/2021 | 14/02/2022 | Looking for flexible hours |
| Full time mother | Full-time mother | Full-time mother | Full time mother | 03/2020 | 05/05/2021 | I had to go back to work |
| Warehouse worker  Processing, labelling, ticketing and reworking of orders and stock  Ensuring quality checks are adhered to, checking for damaged items  To label orders accurately and efficiently  Carry out general Warehouse duties as required | Clipper logistics  Peterborough  Pinnacle House Shrewsbury Avenue, Peterborough, PE2 7BJ | 30 hours | Part time | 06/2018 | 03/2020 | Because of 19 covid |
| Full time mother | Full time mother | Full time mother | Full time mother | 07/2016 | 06/2018 | I had to go back to work |
| Shop Coffee Customer Service/Baker/supervisor  Baker ( Preparing pastries, cakes, breads, and other baked goods is the responsibility of a Baker.)  Receiving deliveries and checking their quality  Preparing displays  Serving customers  Make hot drinks ( cappuccino, flat white, latte, tea and black coffee)  closing down the shop and ensuring the coffee is secure at all times  Ensure high levels of cleanliness and hygiene are met at the end of shifts  Be responsible for cleaning rota, deep clean of coffee area and food & beverage crockery, utensils and serving equipment  Cash handling, float management  Making deposits and exchanges  Making and blending smoothies and juices | Muffin Break Queensgate Centre Peterborough – Peterborough  PE1 1NW | 30 plus | Part time | 12/2015 | 06/2016 | Maternity leave |
| Office Cleaner  Hoovering  Dusting  Polishing  Mopping floors  Remove rubbish and Empty bins  Collect mugs or glasses on the desks  And general other associated a0duties as and when required. | Office Cleaner  GBL Orton Southgate  Peterborough PE2 6YS | 15 hours | Part time | 03/2013 | 12/2015 | Looking for more hours |
| Peterborough Regional College  Study Health and Social Care Level 2 | Peterborough Regional College PE1 4DZ | Full time | Full time | 07/2013 | 06/2014 | Working and studying and children single mother I couldn’t do it |
| Full mother | Full time mother | Full time mother | Full time mother | 05//2009 | 07/2013 | Getting pregnant |
| Sandwich Artist  Cashing up  Managing stock levels  Preparing the salads  Washing up utensils  Serving customers  Cleaning  Shelf filing  Arrange displays window  Cleaner manager office | Subway – Peterborough  12 Westgate, Peterborough PE1 1RA | Depending | Part time | 03/2007 | 05/2009 | Move to another city |
| Teaching Assistant  Responsible for assisting the children (4 to 6 years old) in the classroom  Help with their work, such as painting, reading books and helping them spelling their words.  I also supervised them on their break time and lunch time. | The Beeches Avenue Primary School - Peterborough  PE1 2EH | Work experience | Full time | 07/2006 | 07/2006 | Work Experience |
| John Mansfield school  Peterborough  Secondary school | John Mansfield school  Peterborough  Secondary school | Full time | Full time | 09/2005 | 07/2006 | End of term time |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Secondary Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Examination passed (i.e. A-Level, GCSE), subject and grade |
| **John Mansfield school**  **Peterborough**  **Secondary school** | 07/2005 | 07/2007 | Asdan Bronze  French C  Portuguese A  Maths C |

1. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of FE college, university or awarding body | Dates | | Full or part-time | Qualifications obtained |
| From | To |
| Peterborough Regional College  Peterborough Regional College | 07/2007  07/2013 | 06/2009  06/2014 | Full time  Dull time | Diploma in Health and Social Care Level 1  Not finished |

1. Other Relevant Experience, Interests and Skills

|  |
| --- |
| Certificate in Hospital Catering Principles Level 2 ( Food & Beverage Service)  City &Guilds Certificate Functions Skills qualification in English Level 1  BTEC in Health and Social Care Level 1 Diploma |

1. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

|  |  |
| --- | --- |
| Title and name: | Mrs Stacey |
| Address and postcode: | Hampton Hargate Primary school |
| Telephone number: | 0 7591 299433 |
| Email address: |  |
| Job title: | School kitchen chef |
| Relationship to applicant: | School Kitchen chef |

I consent to this reference being requested before interview.

Yes**:**  No:

Second Referee

|  |  |
| --- | --- |
| Title and name: | Mrs liny |
| Address and postcode: | GBL Orton Southgate Peterborough  PE2 6YES |
| Telephone number: | 07716947213 |
| Email address: |  |
| Job title: | Manager |
| Relationship to applicant: | Manager |

I consent to this reference being requested before interview.

Yes:  No:

1. 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.

|  |  |
| --- | --- |
| Sign | Neide pinto da Silva |
| Print | Neide pinto da Silva |
| Date | 18/03/2024 |

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.

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Part 2 Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

|  |  |
| --- | --- |
| Surname or family name | Pinto da Silva |
| Previous surname(s) |  |
| Forenames | Neide |
| Title | Miss |
| Current address | 85 Howland  Orton goldhay |
| Postcode | PE2 5RA |
| Home telephone number |  |
| Mobile telephone number | 07305988192 |
| National insurance number | SJ019545B |
| Email address | karyandzeni@hotmail.co.uk |
| DfE reference number |  |
| Do you have a current full clean driving licence?  Only applicable for posts that require driving | Yes: ×  No:  N/A: |
| Do you require sponsorship (previously a work permit)? | Yes:  No:  If YES please provide details under separate cover. |

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). The School may also carry out an online search on shortlisted applicants.

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.

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 [name of Data Protection Officer] and you can contact them with any questions relating to our handling of your data. You can contact them by [name, email/contact number].

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

(a) 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”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) 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.

(d) 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.

1. 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 of applicant: | Neide pinto da Silva |
| Print name: | Neide pinto da Silva |
| Date: | 18/03/2024 |

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Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. 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 13.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

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

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

|  |  |
| --- | --- |
| **Personal relationship** | **Please**  **tick** |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| 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 the box) |  |
| 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 |  |

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