

**APPLICATION FORM**

**Support Staff**

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| **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.

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

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

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| **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* |
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| **Education**  Please provide a full history in date order, most recent first, of all educational qualifications from GCSEs, A Levels, NVQs, Degrees or equivalent of these. Please refer to the Job Specification and Person Specification to ensure you hold the correct qualifications for the post applying for. Evidence of these will be requested if you are successful in interview/employment. | | | |
| *Name of School / College / University* | *Subject* | *Grade* | *Year Achieved* |
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| **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* |
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| **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. |
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| **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 |
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| **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 |

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| **Declaration of Relationships** | | | |
| **Are you related to, or have a close personal relationship with any current employee or School Governor?** | | Y |  |
| N |  |
| If yes, please state their name and the position they hold: | | | |
| **Name** |  | | |
| **Position** |  | | |

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The Academy must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

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| **Shortlisting and Pre-employment Checks** |

1. **Online Searches**

As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore more at interview. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.

We will carry out this search if you are shortlisted for the position you are applying for.

At the end of this application form, under Appendix 1, you will find a form titled ‘Online Search Information’. We would be grateful if you could complete this section, as doing so will enable us to request the check in a time efficient manner, if you are shortlisted for the position you are applying for.

If you are not comfortable providing this information at this stage, please disclose anything you are comfortable with, and if you are shortlisted, we will reach out to you to obtain the information in due course. In that instance, we would ask that you respond to any future communication urgently, as time will be of the essence, and we would like to avoid delays in this recruitment process in so far as possible. We would like to reassure you that any decision not to complete this form at this this stage will not be used as part of the shortlisting process.

If you do not wish to provide this information now, or at the shortlisting stage, please do not proceed with this application, as we require these checks to be completed without exception.

1. **Declaration of Offences**

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences, giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made **conditional** upon a satisfactory Enhanced DBS check including a Child Barred List information, where applicable to the role in question.

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| **Are you currently member of the DBS Update Service?** | **Yes** |  |
| **No** |  |

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on the DBS can be found [HERE](http://www.gov.uk/disclosure-barring-service-check).

1. **Childcare Disqualification Requirements**

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

All shortlisted candidates for positions which will involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

* Inclusion on the Children’s Barred List;
* Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
* Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
* Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education’s guidance [HERE](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006).

1. **Prohibition Checks**

Following successful interview, the Academy will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.

**Safeguarding**

The Academy and its member schools are committed to safeguarding and promoting the welfare of children [and young people] according to child protection and safeguarding guidelines and we expect all staff to share this commitment.

The post you are applying for is classed as having a high degree of contact with children and involves “regulated activity”. As such it is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced DBS check, including a Child Barred List information, (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

**Data Protection**

The Academy processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

The Privacy Notice is available on our website.

**I authorise Tall Oaks Academy Trust to check the information supplied and hold all such information in both paper and electronic formats.**

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| **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.* | |

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| **Appendix 1** | | |
| **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.

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| **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** |  |

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| **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 |  |  |  |  |
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| *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 |  |