****** **OLD CLEE PRIMARY ACADEMY**

Internal use only

Reference no:

Date received:

 Colin Avenue, Grimsby, DN32 8EN

 jobs@oldcleepa.co.uk www.oldcleeprimaryacademy.co.uk

# Employment Application Form: Support Staff

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

The information that you provide on this form will be handled and stored in accordance with current data protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

|  |
| --- |
| **Post applied for** |
| Position Applied For: |  |

|  |  |
| --- | --- |
| 1. **Personal Details**
 |  |
| Title: |  |
| First Names: |  |
| Surname: |  |
| Have you ever used any other names? | YES/NO |
| If yes to above, please state: |  |
| Address including postcode: |  |
| Telephone number: |  |
| Email address: |  |
| Date of Birth: |  |
| National Insurance Number: |  |
| Notice period to be given: |  |
| Do you hold a valid driving licence for the UK? | YES/NO |
| Are you related to any pupil, member of staff or Governor at the School? | YES/NO |

|  |  |
| --- | --- |
| 1. Current Post
 |  |
| Job title: |  |
| Salary/grade: |  |
| Hours worked: |  |
| Name and address of school: |  |
| Date started in post: |  |
| Date of leaving (if applicable): |  |
| Reason for leaving/looking for another job |  |
| Notice Period: |  |

|  |
| --- |
| **4. Previous Posts held** |
| Dates from/to: | Details of appointment/reason for break: |
|  |  |

|  |
| --- |
| **5. Education** |
| School/colleges attended since age 14 (excluding degree and teaching training) |
| School | Dates | Qualifications achieved with grades and dates |
| From | To |
|  |  |  |  |
| University | Main subject | Subsidiary subject | Degree | Pass/hons | Class and division | From/to | Date of award |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **6. Professional Studies** |
| College of Education | From: |  | To: |  |
| Or |  |  |  |  |
| University Polytechnic Training Department | From: |  | To: |  |

|  |
| --- |
| 7. Other relevant training, e.g. short courses, personal development, special projects |
| Date: | Organising Body: | Brief Description of Course: |
|  |  |  |

|  |
| --- |
| 8. Supporting Information |

It is important that you provide evidence in this section of how your skills apply based on the job description and why you are applying for this position. The information contained in this application will decide whether you are short listed for interview.

You may provide your supporting statement on separate sheets but you are requested to limit your statement to two pages of A4 paper.

|  |
| --- |
|  |

|  |
| --- |
| **9. References** |

Please provide details of two people to whom reference may be made. The first referee should be your present or most recent Headteacher or equivalent person. 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 and Safer Recruiting. Offers will only be valid subject to satisfactory references being received.

|  |
| --- |
| **Reference 1:** |
| Title: |  | Name: |  |
| Occupation: |  | Email Address: |  |
| Organisation: |  | Address: |  |
| Can we contact before interview? | YES/NO | Relationship: |  |

|  |
| --- |
| **Reference 2:** |
| Title: |  | Name: |  |
| Occupation: |  | Email Address: |  |
| Organisation: |  | Address: |  |
| Can we contact before interview? | YES/NO | Relationship: |  |

|  |
| --- |
| **10. Disclosure of criminal convictions and rehabilitation of offenders act 1974** |

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure Barring Service. Please make the following declaration and tick the appropriate box.Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken in to account. Guidance on the criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website, and it is advised that if you do have any spent convictions or cautions on your record, you seek confirmation from this website prior to disclosing any information that need not be disclosed.

|  |  |
| --- | --- |
|  | I have nothing to declare |

|  |  |
| --- | --- |
|  | I have information to declare.  |

If you have any information to declare, then you should provide details of this in a sealed envelope accompanying your application. This will be treated in the strictest confidence and reference will be made to it for recruitment purposes only.

|  |
| --- |
| **11. Arrangements for people with disabilities** |

You are not obliged to disclose any information about any disabilities you may have. However, if you do have a disability that may require adjustments to be made to the recruitment and selection process, please either specify your requirements in the box below, or contact the recruiting officer directly.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **12. Asylum and Immigration Act** |  |
| Do you need a Work Permit or Worker Registration Certificate to work in the UK? | YES/NO |

|  |
| --- |
| **13. Declaration** |

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Old Clee Primary Academy to make any appropriate checks that may be necessary in relation to the post I have applied for. I understand that false information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment, should I be successful during the selection process.

I agree that personal data relating to me which has been or is obtained by Old Clee Primary Academy, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised employees of the Trust and used by the Trust for any purpose relating to my application and prospective recruitment and employment within the Trust. I have read the information on this form carefully and completely. I have applied for employment with Old Clee Primary Academy and have provided information about my previous employment.

I authorise Old Clee Primary Academy to conduct a reference check with my employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanour, rehire potential, dates of employment salary and employment history.

My signature below authorises my former or current employers and references to release information regarding my employment record with their organisations and to provide any additional information that may be necessary for my application for employment with Old Clee Primary Academy, whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, references from my former employers and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Old Clee Primary Academy.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

**Please note:** We require a signature on this application form and if you submit the application with an electronic signature or a typed signature, you will be asked to sign the form when you attend for interview.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

**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 fully confidential and access is strictly limited in accordance with the Data Protection Act.

|  |  |  |
| --- | --- | --- |
| 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 | Pleasetick |
| 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 (Write in) |  |
| 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 |  |