

Application for Support Staff Management Vacancy  
**Churchdown School Academy**



Post Applied for:	Start Date:
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<b>Personal Details</b>		
Surname	Forenames	
Title	Former Name	
Address		Post Code
E Mail		
Home Tel	Day Tel	Mobile Tel
National Insurance Number	May we contact you at work?	

<b>Secondary Education</b>				
School Name	From	To	Examinations Taken	Grades

<b>Further or Higher Education and Training</b>					
University or College	Dates		Subjects Studied	Qualification and Degree Class	Award Date
	From	To			

<b>Current Post Employment Details</b>			
<b>Employer</b>	<b>Contract Type</b>	<b>Role</b>	<b>Date Appointed</b>

<b>Other Employment</b>		
<b>Employer</b>	<b>Nature of Employment</b>	<b>Dates (from and to)</b>

<b>Employment Gaps</b>		
Please provide details of any employment gaps since leaving school and give the reasons for the gap. You may be asked about these at interview stage.		
<b>Start Date</b>	<b>End Date</b>	<b>Reason for employment gap</b>

### Training in the last Three Years

Course Title	Duration	Provider	Content	Year	Qualifications

### Personal Interests and Skills

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### **Personal Statement in Support of your Application**

Please make full use of this section. You may copy and paste a letter of application into this section or attach further information as necessary. Shortlisting will be conducted only on the basis of this application and **no CVs will be accepted**. It is therefore essential that all applicants complete all sections of this application form.

It is essential that you demonstrate how you meet the criteria laid out in the Person Specification. This will help us decide whether to invite you to the next stage of the selection process.

## Rehabilitation of Offenders Act

Because of the nature of work for which you are applying, this post is exempt from the provision Of the Rehabilitation of Offenders (Exceptions) (Amendments) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the Provisions of the Act and, in the event of employment such convictions could result in a dismissal or disciplinary action by the school. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

## Disclosure and Barring and Recruitment Checks

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.

**Do you have a DBS certificate?:**  Yes  No Date of check:

If you’ve lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?**  Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

## Time spent living and/or working overseas

If you’ve lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check.
- The length of time you’ve spent in or out of the UK.

## Right to work in the UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Find out more about how the school recruits teachers from overseas [here](#).

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, Churchdown School Academy will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Data Protection

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You have given us your consent.
- We must process it to comply with our legal obligations.

If you are successful with your application we will keep this application form as part of your staff file. This will be held securely in accordance with our staff privacy policy. A copy of the staff privacy policy is available from the school office and a copy will be given to all successful candidates before commencing employment with us.

If your application is unsuccessful we will keep your details securely and for no longer than six months from the date of your application. Any electronic or paper copies of your personal information will then be securely destroyed. If you would like your details to be deleted before that date please contact our Human Resource Manager on [ACE@churchdownschool.com](mailto:ACE@churchdownschool.com)

<b>Relationship to the School</b>		
Are you related to any member of staff or Governor currently employed or serving at Churchdown School?	Yes	No

<b>Driving Licence</b>		
Do you hold a current, full, driving licence, which is valid for driving in the UK?	Yes	No

**Referees**

Please give the name of **two** people to whom reference can be made. One referee should normally be **your current Employer**. Relatives may **not** be given as referees.

<b>Referees</b>		
Name	1	2
Position		
Address		
Telephone		
E Mail		

**Declaration**

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary and/or exclusion from shortlisting, or may, in the event of employment result in disciplinary action or dismissal.

**Signature:****Date:**