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# Support Staff Post Application Form Confidential

**Please complete using black ink or type.**

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.

Please note that CV’s will not be considered as part of the application process unless accompanied by a completed copy of this form.

Please ensure you complete **ALL** the sections of the application form. Your application will be treated in the strictest confidence.

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| Post title: |  | Closing date |  |

## Part 1: Personal Details

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | Previous last name(s): | | |  | | |
| Address: |  | | | | Alternative address: | | |  | | |
| Postcode: | |  | | | Postcode: |  | | | | |
| Tel home: | |  | | | Tel mobile: |  | | | | |
| Tel work: | |  | | | Email: |  | | | | |
| National Insurance number: | | |  | |  | | | |  | |
| Qualified Teacher Status (if applicable): Yes  No | | | | | | | | | | |
| If yes, DfE reference number | | | |  | Date issued: | |  | | |  |
| Do you have a full clean driving license? Yes  No    Do you have the ability to travel? Yes  No | | | | | | | | | | |
| **Right to work in the UK (Asylum and Immigration Act 1996)**  If appointed you will be required to provide proof of current and valid permission to be in the UK and to do the type of work offered. A list of valid documents to provide as proof can be seen at: [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)**.** Are you able to provide the documents required? Yes  No | | | | | | | | | | |

## Part 2: Suitability for the post

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| --- | --- |
| Secondary and Further Education | Qualifications gained (‘O’ levels, GCSE, ‘A’ Levels) |

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| --- | --- | --- | --- |
| School/College/University | Qualification | Subject | Grade |
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Professional Qualification/ Membership of Professional Bodies

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| --- | --- | --- | --- |
| Name of professional body/association | Current Level of Membership | Method of Achievement e.g. application/examination/invitation | Membership number |
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Training and Development

Please give details of relevant courses and training undertaken or delivered

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| Dates and duration | Title of course/ Training incl. Home study & Distance Learning | | Name of Provider e.g. LEA, College, self etc | | Qualification obtained (if any) | |
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**Employment History**

Please give details of all jobs held, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Employer name | | |  | | | | |  |
| Address (inc postcode) | | |  | | | | |  |
| Job Title | | |  | | | | |  |
| Dates from |  | | | To |  | Full or Part time |  |  |
| Salary upon leaving | |  | | | | | |  |
| Key Responsibilities / Brief description of your role | |  | | | | | |  |
| Reason for leaving | |  | | | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employer name | | |  | | | | |  |
| Address (inc postcode) | | |  | | | | |  |
| Job Title | | |  | | | | |  |
| Dates from |  | | | To |  | Full or Part time |  |  |
| Salary upon leaving | |  | | | | | |  |
| Key Responsibilities / Brief description of your role | |  | | | | | |  |
| Reason for leaving | |  | | | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer name | | |  | | | | |  |
| Address (inc postcode) | | |  | | | | |  |
| Job Title | | |  | | | | |  |
| Dates from |  | | | To |  | Full or Part time |  |  |
| Salary upon leaving | |  | | | | | |  |
| Key Responsibilities / Brief description of your role | |  | | | | | |  |
| Reason for leaving | |  | | | | | |  |

(Continue on a separate sheet if necessary giving your name and post title at the top of the page)

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| Notice period for current employer: |
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| If you have any gaps in your employment or education, please explain them here |
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| Supporting information  Please tell us why you are suitable for the job and provide as much information as you can about your skills, abilities, knowledge and experience  (Continue on a separate sheet if necessary giving your name and post title at the top of the page) |
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| Conflict of interest disclosure  Do you have any disclosures of relationship we should be aware of such as being related to a member of staff or the Board of Trustees? No  Yes  (If yes please provide details below) |
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References:

Please indicate two people who can provide references, one of whom should be your present/most recent employer. Students should include their University /College Tutor.

References will be taken up prior to interview

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| --- | --- |
| 1. Name |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Occupation |  |
| Status/Relationship to you |  |

|  |  |
| --- | --- |
| 1. Name |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Occupation |  |
| Status/Relationship to you |  |

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| Please detail below any dates when you would not be able to attend an interview. Every effort will be made to avoid these dates but this may not always be possible. |
|  |

**PROTECTION OF CHILDREN**

Disclosure of criminal background is required of those with substantial access to children.

You are required to give details as this post, for which you are applying, is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.

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| Have you ever been convicted or cautioned of a criminal offence? Yes  No  If yes, please provide details of the offence, sentence and date. |
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**DATA PROTECTION STATEMENT**

I hereby give my consent for Sandbach High School and Sixth Form College to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention of detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the CRB, the police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.

If my application is unsuccessful, I understand that it will remain on file for six months and then destroyed.

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| I understand that in order to complete my application for interview stage, reference must be sought on my behalf and are a statutory requirement for any employee or volunteer position within the education in line with Safer Recruitment in Education  Please let your referees know that you have quoted them as a referee and to expect as request for a reference should you be shortlisted.  I hereby give full permission for my professional records including attendance and disciplinary data to be shared with Sandbach high School and Sixth form College **Yes  No** |

**DECLARATION**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in dismissal.

(If completing the form electronically you will be asked to sign the form if selected for interview.)

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

Please return your completed form to:

Sandbach high School and Sixth Form College

Middlewich Road

Sandbach

Cheshire

CW11 3NT

Or email the completed form to: [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

## Part 3: Equal Opportunities Monitoring

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| This section of the form is confidential and will be detached from your application prior to interview.  Sandbach High School and Sixth Form College recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. |

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| Please complete this section from the information on the job advert: | | |
| Job title: |  |  |
| Closing date: |  | |

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|  | | | | |
| **Gender**: Male | | Female | Prefer not to say | |
|  | |  |  | |
| **Date of Birth**: |  | | |  |

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| **Ethnic Origin:** Which group do you identify with? Please tick one box. The options are listed alphabetically. These are approved by the commission for Racial Equality. | | | | | |
| Asian or Asian British: | | | | | |
| Bangladeshi  Chinese  Indian  Pakistani | | | | | |
| Any other Asian background | specify if you wish | | |  |  |
| Black or Black British: | | | | | |
| African  Caribbean | | | | | |
| Any other Black background | specify if you wish | | |  |  |
| Mixed |  | |  | | |
| Asian and White  Black African and White  Black Caribbean and White | | | | | |
| Any other Mixed Ethnic background | | specify if you wish | |  |  |
| White: |  | |  | | |
| British  Irish |  | |  | | |
| Any other white background | specify if you wish | | |  |  |
| Any other background: |  | |  | | |
| Any other background | specify if you wish | | |  |  |
| Prefer not to say |  | |  | | |

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| If you wish, you may disclose information about yourself in this section about your: |
| Religion/Beliefs |
|  |
| Sexual orientation |
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| **Disability Statement**  Sandbach High School and Sixth Form College aims to be a fair employer and is committed to equal opportunities for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any assistance or advice about this application we will try to help.  The Disability Discrimination Act as incorporated in Equality Act 2010 defines a person as disabled if they have a physical or mental impairment which has substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities. Adverse effects may arise from external barriers experienced by people with impairments. |

When you answer the question, you should not take into account the effect of any medication or treatments used or adjustments made (for example at work or at home) which reduce the effects of impairments. Instead, you should think about the effect the impairment would have if these were not being used or made.

Taking this into account, do you consider yourself to be a disabled person?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | No | Prefer not to say | | | |
| If yes, is there anything you would particularly like to tell us about your disability. | | | | | |
|  |  |  | | | |
| Do you wish us to try and arrange for any of the following to be available, if you are called for an interview? | | | | | |
| Induction loop or other hearing enhancement | | | Keyboard for written tests | |  |
| Sign language interpreter (please state type) | | |  | |  |
| Someone with you at the interview (e.g. advocate or facilitator) | | | |  |  |
| Assistance in and out of vehicle | | | Accessible car parking | |  |
| Wheelchair access | | | Accessible toilet | |  |
| Other assistance (Please specify) | | |  | |  |
|  | | | | | |

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities for your interview. Thank you for providing this information.

We reserve the right to verify the information supplied on this form.