Support Staff post applied for:

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|  |

Basic information

Title

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First name

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Middle name(s)

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|  |

Last name

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| --- |
|  |

Previous name

|  |
| --- |
|  |

Mobile/cell phone number

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| --- |
|  |

Home telephone

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| --- |
|  |

Email address

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| --- |
|  |

Address

|  |
| --- |
|  |

Postcode

|  |
| --- |
|  |

National insurance number

|  |
| --- |
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I am qualified to work in the UK (please delete) YES / NO

Are you applying for this vacancy as a job sharer? (please delete) YES / NO

Supporting Statement

You should include experience, skills and any other additional information which you think would be useful for this specific job.

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Please expand box or continue on a separate sheet if necessary

Employment history (current or most recent employer first)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title | Name and address of employer | Frommm/yy | Tomm/yy | Brief description of duties | Reason for leaving  | Salary/grade-  |
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Please expand table or continue on a separate sheet if necessary

Do you have any gaps in your employment/education history? YES / NO

If yes, please explain the reasons for the gap

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Please expand box or continue on a separate sheet if necessary

Education

Higher Education

University/College name

|  |
| --- |
|  |

Subject

|  |
| --- |
|  |

Qualification eg BA

|  |
| --- |
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Result eg 2:1

|  |
| --- |
|  |

Year from

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| --- |
|  |

Year to

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Secondary/Further Education

School/College name

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Year from

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Year to

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A-levels or equivalent eg IB

|  |  |  |
| --- | --- | --- |
| Subject | Exam eg A-Level | Grade |
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Please expand table or continue on a separate sheet if necessary

GCSEs or equivalent

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| --- | --- | --- |
| Subject  | Exam eg GCSE | Grade |
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Please expand table or continue on a separate sheet if necessary

Additional skills

What additional skills, hobbies or abilities do you have that you think would be useful in this role? There is no need to add any already covered in your supporting statement

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I hold a full current driving licence (please delete) YES / NO

Referees

First referee - current or most recent employer

I am happy for a potential employer to contact this referee prior to interview (please delete) YES / NO

Title

|  |
| --- |
|  |

Name of referee

|  |
| --- |
|  |

Position held

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| --- |
|  |

Organisation

|  |
| --- |
|  |

Capacity in which you know the referee

|  |
| --- |
|  |

Address (including postcode)

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| --- |
|  |

Email address

|  |
| --- |
|  |

Telephone

|  |
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|  |

Second referee

I am happy for a potential employer to contact this referee prior to interview (please delete) YES / NO

Title

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| --- |
|   |

Name of referee

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| --- |
|  |

Position held

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| --- |
|  |

Organisation

|  |
| --- |
|  |

Capacity in which you know the referee

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| --- |
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Address (including postcode)

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Email address

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Telephone

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Declarations

1. Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country? These should exclude those defined as ‘protected’ by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013?

For details please visit: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please delete as appropriate: YES / NO

If yes, please provide details

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2. Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the National College of Teaching and Leadership (NCTL)?

Please delete as appropriate: YES / NO

3. Have you ever been subject to any disciplinary action in a previous position or had any allegations made against you?

Please delete as appropriate: YES / NO

If yes, please provide details

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4. Are there any restrictions on your being resident or being employed in the UK?

Please delete as appropriate: YES / NO

5. Have you lived outside the UK for more than three months in the past five years?

Please delete as appropriate: YES / NO

If yes, please provide details, specifying which countries and the month and year those stays started and ended

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6. If you are currently registered with the DBS Update Service, please provide your registration number and the date it was originally issued

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7. If you are related to any current employees, students or governors at this school, please state their name(s) and the nature of your relationship(s)

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8. I certify, to the best of my knowledge and belief, that the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to disciplinary action or dismissal. I acknowledge that where this form is submitted electronically without a signature, electronic receipt of this form will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

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

Equal opportunities monitoring

This information will be removed from your application prior to shortlisting

1. Nationality eg Austrian, British, Canadian

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| --- |
|  |

2. Cultural/Ethnic Background (please place an ‘x’ in the appropriate box)

|  |  |  |  |
| --- | --- | --- | --- |
| A Asian or Asian British |  | D Mixed |  |
| Indian |  | White and Black Caribbean |  |
| Pakistani |  | White and Black African |  |
| Bangladeshi |  | White and Asian |  |
| Any other Asian (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Any other mixed background (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| B Black or Black British |  | E White  |  |
| Caribbean |  | British |  |
| African |  | Irish |  |
| Any other black background (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Other white background (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| C Chinese or other ethnic group |  | F Prefer not to say |  |
| Chinese |  |
| Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

3. Gender (please place an ‘x’ in the appropriate box)

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

4. Do you consider yourself to be disabled according to the definition below?

The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a ‘substantial’ and ‘long term’ negative effect on his/her ability to do normal daily activities.

|  |  |
| --- | --- |
| No |  |
| Yes |  |
| Prefer not to say |  |

If you are selected for interview are there any special arrangements that should be made for you?

|  |
| --- |
|  |

5. Age:

|  |  |  |
| --- | --- | --- |
|  Date of birth:  | Age: | Prefer not to say: |

6. Please state where you saw this job advertised

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