

**SUPPORT STAFF JOB APPLICATION FORM**

Please type responses. All relevant sections must be completed. A Curriculum Vitae must not be submitted in place of any information on this form and will not be used for shortlisting purposes. Please call 01275 332817 and speak to the Mrs Dimmock for any further information. You are applying for a job at Bishop Sutton and Stanton Drew School, which are partner schools within the Lighthouse Schools Partnership. All application forms are retained for 6 months post interview and closing dates for all unsuccessful candidates.

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| 1. **VACANCY INFORMATION** | | | |
| Application for the post of: | Level 3 TA at Bishop Sutton and Stanton Drew Schools | Please indicate preferred method of contact (Tel/email) |  |

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| This form to be returned to: bsps@bishopsuttonstantondrew.co.uk |
| Address: Bishop Sutton Primary School, Wick Road, Bishop Sutton. BS39 5XD |

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| 1. **PERSONAL DETAILS** | | | |
| Title: |  | NI Number: |  |
| First Name(s): |  | | |
| Surname: |  | | |
| Previous Surname(s): |  | Preferred First name: |  |
| Have you ever been known by any other name: Yes  No | | | |
| *If yes please give details:* | | | |
| Address: |  | | |
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| Postcode: |  | | |
| Telephone No (home): |  | | |
| Mobile No: |  | | |
| Telephone No (work): |  | | |
| Email Address: |  | | |
| *(if shortlisted you may be invited to interview via email)* | | | |
| Are you applying for this job as a job share?: Yes  No  If yes, provide additional request/suggestion: | | | |

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| 1. **CURRENT/MOST RECENT EMPLOYMENT STATUS** | |
| Title of present/most recent job: |  |
| Did this role include working with children? | Yes  No |
| Name & Address of employer: |  |
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| Date appointed: |  |
| Date left *(if applicable):* |  |
| Reason for leaving*:* |  |
| Permanent or Temporary: |  |
| Part Time or Full Time: |  |
| Salary per annum: |  |
| Salary point: |  |
| Other Allowance (please specify): |  |
| Notice Period: |  |

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| 1. **EMPLOYMENT HISTORY** | | | | |
| Please give details of **ALL** full and part time work as well as particulars of **ALL** paid or unpaid employment experience e.g. raising a family, youth work, voluntary work or periods when you were not employed.  Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY SINCE LEAVING SCHOOL** (continue on a separate sheet if necessary) | | | | |
| Type of experience/post title *Check the box if this included working with children* | Name & Address of employer | Reason for leaving | Dates | |
| From | To |
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| 1. **EDUCATION ATTAINMENTS** | | | | |
| Education, training and professional qualifications | | | | |
| From | To | Full Name and Address of School/College/University/Institution | Qualifications | |
| *mm/yy* | *mm/yy* | *State qualification studied/studying* | *Gained*  *(with grades)* |
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| 1. **PROFESSIONAL BODIES** |
| Please give details below of any professional body of which you are a member. Indicate those obtained by examination. |
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| 1. **IN SERVICE TRAINING AND COURSES** | | | |
| (for previous 3 years as a participant or course leader) | | | |
| Dates & Duration | Title of course/training | Name of Provider | Qualification (if any) |
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| 1. **ADDITIONAL INFORMATON IN SUPPORT OF YOUR APPLICATION** |
| **The Trust requires a letter of application by way of a covering letter not more than 2 sides of A4** – however please use this section to refer to any supplementary evidence to your application form. *A curriculum vitae must not be submitted in place of any information required on the application form.*  Please explain how your personal qualities and experience meets the requirements as outlined in the job description and person specification, relevant to your suitablility for the post advertised. You are able to include examples from previous paid, unpaid or voluntary work. |

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| 1. **HOBBIES & INTERESTS** |
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| 1. **REFERENCES** | | | |
| Please give details of two people who are not related to you, from whom references about your suitability for the post can be obtained. If presently employed Reference 1 must be your current employer. If unemployed Reference 1 must be your most recent employer. In the absence of previous employment experience, a reference from your Headteacher/tutor or one related to relevant voluntary work is acceptable.  If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults.  The Trust reserves the right to request alternative references during the processing of your application. Referencing must minimally cover the last 5 years. | | | |
| **Referee 1** (Current or most recent employer) | | **Referee 2** | |
| ***Please check this box if you do not want this referee to be contacted prior to interview*** | | ***Please check this box if you do not want this referee to be contacted prior to interview*** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Occupation: |  | Occupation: |  |
| School/Business: |  | School/Business: |  |
| Address: |  | Address: |  |
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| Postcode: |  | Postcode: |  |
| Telephone No: |  | Telephone No: |  |
| Mobile No: |  | Mobile No: |  |
| Email: |  | Email: |  |
| How long have your known this referee and in what capacity: | | How long have your known this referee and in what capacity: | |

*If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact*.

After shortlisting, the Trust reserves the right to take up references – this is normally before the interview day and references are used to support the recruitment process itself. If you have indicated on your application that you do not wish the Trust to contact the referees, contact will only be made to referees after interview if you are the successful candidate.

**For posts having substantial access to children and young people, the Trust reserves the right to approach any previous employer.**

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| 1. **DECLARATION OF RELATIONSHIP** | |
| Are you or your spouse related by marriage, blood or as a cohabitee of any Member of the Board of Trustees or senior member of staff within the Trust?  Yes  No    If you are related, please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.  **If you canvass any Member of the Board of Trustees or Local Governing Body about your application, you will be disqualified. This does not stop a member or employee giving a written reference about you.** | |
| NAME | RELATIONSHIP |
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| 1. **DISCLOSURE AND BARRING AND CHILDCARE DISQUALIFICATION** |
| The Lighthouse Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. The Trust is also legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal adult cautions (simple or conditional) or spent convictions that are not protected by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  **Yes  No**  *‘*Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  **Yes  No**  *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*  *Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy statement.  Additional checks will be used for those working in schools and wraparound care with pupils aged 8 and below, to comply with the 2018 Childcare Disqualification Regulations. |

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| 1. **OVERSEAS CHECK** |
| If you have lived or worked outside of the UK for more than 12 months in the last 10 years, the Trust requires additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, please provide dates and details of where you lived/worked overseas at interview.  **Have you lived or worked outside of the UK in the last 10 years?:**  **Yes  No** |

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| 1. **DRIVING LICENCE DETAILS** |
| Do you hold a full current driving licence? Yes  No |
| If yes, what type of licence: Private/Light Goods  HGV  Other |
| Do you hold a PSV licence which would allow you to drive a school minibus? Yes  No |
| Do you hold a MiDAS certificate? Yes  No |

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| 1. **IMMIGRATION ASYLUM AND NATIONALITY ACT 2006** | |
| Nationality at birth: | |
| Present Nationality: | |
| Have you ever possessed any other Nationality or Citizenship? | Yes  No |
| Are you subject to immigration control? | Yes  No |
| If yes, do you have unrestricted entitlement to take up employment in the UK? | Yes  No |
| Do you have or are you entitled to obtain a National Insurance Number? | Yes  No |
| If you have answered ‘No’ to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case? | Yes  No |

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| 1. **CERTIFICATION/DECLARATION** | |
| I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my Contract of Employment.  I understand that it is an offence to apply for a role if I am barred from engaging in regulated activity relevant to children.  I understand that providing false information is an offence and could result in:   * The application being rejected * Summary Dismissal if the applicant has been selected * Possible referral to the Teachers’ Misconduct Team or the Police, if appropriate. (Under the Education Act 2002 the employer has this statutory duty).   I confirm my understanding of the following:  All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, enhanced DBS checks if relevant to the post and Asylum & Immigration/eligibility checks. The Trust reserves the right to re-request an enhanced DBS at any time during your employment if you are successful.  I acknowledge that it is my responsibility as the candidate, if invited to interview, to disclose any information to the panel, which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.  The Trust must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. This information for the same purposes may also be shared with other organisations, which handle public funds.  The Trust will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998. | |
| Signed: | Date: |

*If you have submitted your application form electronically and you are called for interview, you will be asked to sign it in person on the interview day.*

If you require further information, please contact the school on the telephone number provided on the first page of this application form.

**The Trust would like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within FOUR weeks of the closing date, please assume you have not been shortlisted for interview. It is with regret that it is not possible to acknowledge every application nor provide detailed feedback if you are not shortlisted for interview. Your understanding is appreciated.**

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| 1. **INTERVIEW ATTENDANCE** |
| Please indicate below any dates when you may not be available for interview. We cannot guarantee to accommodate alternative dates. |

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| 1. **RECRUITMENT MONITORING** |
| Please indicate where you first saw or heard about the advertisement for this vacancy |
| Indeed  Eteach  Reed  Local Press  National Press  Jobcentre Plus |
| Other  *(please state where)* |

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| 1. **EQUAL OPPORTUNITIES AND MONITORING** | |
| The Trust is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age, sexual orientation, religion or belief. Diversity monitoring supports the above in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help to do this by completing this section of the form.  **The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process.** | |
| Post applied for: |  |
| 1. WHITE | |
| British  Irish  Any other white background | |
| 1. MIXED | |
| White & Black Caribbean  White & Black African  White & Asian  Any other mixed background | |
| 1. ASIAN OR ASIAN BRITISH | |
| Indian  Pakistani  Bangladeshi  Any other Asian background | |
| 1. BLACK OR BLACK BRITISH | |
| Caribbean  African  Any other black background | |
| 1. CHINESE OR OTHER ETHNIC GROUP | |
| Chinese  Other | |
| Are you Male  Female | |
| Do you have a disability in accordance with the definition under the Disability Discrimination Act?  Yes  No | |
| Are you currently employed? Yes  No | |
| Date of Birth \_ \_ / \_ \_ / \_ \_ \_ \_ | |
| What is your religion? Not prepared to say | |
| Christian  Muslim  Hindu  Jewish  Sikh  Buddhist  Other  None | |
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| 1. **DISABILITY AND REASONABLE ADJUSTMENTS** |
| By answering the following question, you will assist us to comply with our obligations arising from the Equality Act 2010. You are not compulsorily required to give this information. However if you advise us that you do have a disability and meet the essential criteria of the person specification, we will guarantee you an interview.  DISABILITY DEFINITION (Equality Act 2010)  “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”  Do you have a disability in accordance with the above definition? Yes  No  If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below. |

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| Has someone else completed this form on your behalf? Yes  No |
| If yes, please provide the person’s name and an explanation: |