

**APPLICATION FORM - SUPPORT STAFF POSTS**

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| Please return this application form to :  L.riley@romanhill-pri.suffolk.sch.uk  or  The Headteacher  Roman Hill Primary School  Avondale Road  Lowestoft  NR32 2NX |

**About the job you are applying for:**

|  |
| --- |
| **Job Title:** |

Where did you see the job advertised or hear about it? (Please put one answer only, stating name of publication / website, or define ‘other’ as applicable)

Newspaper Website Word of mouth Other

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**Section 1 – Personal information**

|  |
| --- |
| Title: |
| First name: | Preferred name: |
| Surname: | Former names (in full): |
| Address: |  |
| Telephone numbers(s): | |
| Email address: | |
| If you have previously worked as a teacher, please give your Teacher Reference no: | National Insurance number: |

**Section 2 - How you meet the Selection Criteria**

Please use this section to answer any specific questions set out in the recruitment pack. If there are no specific questions, use this section to provide a supporting statement, enlarging on the information provided elsewhere in this application form and explaining why you are suitable for this role. You should indicate any special areas of expertise and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your name and the job for which you are applying on each separate sheet).

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**Section 3 - Work and Other Relevant Experience**

Please:

* List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
* Photocopy these pages if you need to, in order to provide a full and unbroken record.
* Start with your current or most recent post and work backwards.
* Detail the circumstances of your leaving each post under ‘reason for leaving’ and the way your employment ended (e.g. to care for relatives, accepted voluntary redundancy etc)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of school/company: | Post held | Salary details : |
| Brief description of duties | | | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of school/company: | Post held | Salary details : |
| Brief description of duties | | | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of school/company: | Post held | Salary details : |
| Brief description of duties | | | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of school/company: | Post held | Salary details : |
| Brief description of duties | | | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From:  To: | Name and address of school/company: | Post held | Salary details : |
| Brief description of duties | | | Reason for leaving: |

**Section 4 - Qualifications and Training**

**Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | **Examination type** | **Subject(s)** | **Grade achieved – List in box** |
|  | GCSE? CSE? |  |  |
|  | AS / A Level |  |  |
|  | Other |  |  |

**Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | **Qualification and examining body** | **Subject(s)** | **Pass level or grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for).

Please be aware that proof of qualifications identified as essential to the role, will be required at interview. **Do not send anything now.** Further information will be sent to you should you be invited to interview.

Personal Interests / Hobbies (**if relevant to post applied for**):

**Section 5 – Declarations**

**Entitlement to Work in the UK**

Are you currently eligible to work in the UK? Yes No

If **Yes**, are there conditions attached (e.g. time limits)? Yes No

If **Yes**, please give details:

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

Roman Hill Primary School operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

**Section 6 – References**

Please give the names and contact details of at least two referees who have knowledge of you in a professional capacity. One of them must be your current / most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five year period**. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.

Give details of additional referees on a separate sheet if necessary

|  |  |
| --- | --- |
| **Reference 1:** | **Reference 2:** |
| Name: | Name: |
| Organisation: | Organisation: |
| Position: | Position: |
| Address: | Address: |
| Email: | Email: |
| Tel: | Tel: |
| Employer Educational Personal | Employer Educational Personal |

**It is normal practice to take up references before interview.** Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

**Reference 1:** Yes No **Reference 2:** Yes No

We operate a policy of open references. This means that you may read any references received in relation to you, on written request.

**Section 7 – Health**

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

**Canvassing of Trust/Board Members, School Governors or Senior Employees**

Canvassing of Trust/Board Members, School Governors, Senior Employees or other members of the school community by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Trust/Board Members, School Governors, Senior Employees or other members of the school community, giving their name, position/role and relationship to you.

Please state None if appropriate.

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**Transferable Service**

The transfer of continuous service from other schools within Waveney Valley Academies Trust may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date…………………………………….. Organisation……………………………………………..

**Section 8**

**Police and Criminal Record**

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all \* criminal convictions, cautions, bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands and warnings even where they are “spent” as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any cases pending (or where you have been reported for consideration of possible prosecution).  An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children’s barred list will also be required.

*Short-listed candidates will be required to provide details of criminal convictions, cautions and/or bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands or warnings, and any cases pending.*

\* 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 into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>

**Declaration and Data Protection Statement**

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.

To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

I understand that details of my application including personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

Signed: …………………………………………… Date: …………………………………………….