### CONFIDENTIAL

**St. James’ Church of England Primary Academy**

 **A member of** **THE DIOCESE OF CHICHESTER ACADEMY TRUST**

The Diocese of Chichester Academy Trust, a company limited by guarantee.

Registered in England & Wales No. 09201845

**Registered office:** Diocesan Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED

**SUPPORT STAFF APPLICATION FORM**

**Please use black ink/print when completing this form. CV’s are not accepted as additional or alternatives.**

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| **1.** | | | |
| Application for the post of: |  | at:(Academy) |  |
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**2.**

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| --- | --- | --- | --- | --- | --- | --- |
| Last  Name |  | | | First Name/s |  | |
| Any Previous Last Names  Title Any Previous Last Names | | | | | | |
|  | | | | | | |
| Address | Post Code: | | | | | |
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|  |  | | | | | |
|  | | | | | | |
| Daytime tel. no. | |  | Evening tel. no. | | |  |
|  | |  |  | | |  |
| Email: | |  | | | | |
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**3. Education** (Secondary, Further / Higher)

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| --- | --- | --- | --- | --- |
| Establishment (name and town) | From | To | | Qualifications / Grade / Date awarded |
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**4. Job related training** (include membership of professional institutes, vocational and non-vocational courses)

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| Institute / Courses studied | From | To | Standard or level achieved and date awarded | |
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| **5. Employment history**  If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous history is required from when you left full time education. There should be no gaps. Please indicate if there were periods of unemployment/ sabbatical /maternity leave etc.**   |  | | --- | |  | | | | | | | | | | | | | | | | |
|  |  | | | | | | |  | |
| Current employer | | | | | | | | | | | | | | | |
|  |  | | | | | |  | |
| Employer’s name/dept | | | | | |  | | | | | | | | | |
|  |  | | | | | |  | |
| Address | |  | | | | | | | | | Postcode | | | | |
|  | | | |  | | | |  | | | |
| Post held | |  | | | | | | | | | | | Date appointed |  | |
|  | |  | | | | | | | | | | |  | |  |
| Salary | |  | | | | | | | | | | | Grade (if applicable) | |  |
|  | | | | |  | | | | | | | | | | |
| Other allowances | | | | |  | | | | | | | | | | |
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| Notice period | | |  | | | | | | | | | |  | | |
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**Previous *experience*** *(most recent employer first).* ***Please include details of gaps in employment here.***

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| --- | --- | --- | --- | --- | --- | --- |
| Employer’s name and type of business | Post held | Date | | | | Reason for leaving |
| From  Month Year | | To  Month Year | |
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**6. Reasons for applying for this post**

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**7. Statement in support of application**

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performance, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time.

**Applicants should confine this to no more than two sides of A4. An additional letter is not required.**

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| **8. References**  Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a **professional** capacity. References will be sought on short listed candidates and employers will be contacted to verify particular experience, qualifications and qualities before interview. Current or previous employers will be asked about any disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. | | | | | | | | | | |
| Name |  | | Position | | |  | | |
|  |  | |  | | |  | | |
| Address |  | | | Postcode: | | | |  | |
|  |  | | |  | | | |  | |
| Daytime tel. no. | |  | | Email: | | |  | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | Position | |  | | |
|  |  | | |  | |  | | |
| Address | |  | | | Postcode | | |  | |
|  | |  | | |  | | |  | |
| Daytime tel. no. | | |  | | Email: | |  | | |

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**9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”.** 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 on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Please complete the following questions, taking into account the DBS filtering guidance.

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| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) | **YES** |  | **NO** |  |
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| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | | | |
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| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)? | **YES** |  | **NO** |  |
|  | | | | |
| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | | | | |

**PLEASE NOTE;**

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Enhanced Disclosure and Barring Service** (previously CRB). This will require you to complete a separate enhanced DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
* With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The academy will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. By signing this application form you give your consent to this.

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| **10.** **Where did you see the advertisement for this post?** |
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**11.** **Further information**

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| Do you hold a full UK driving licence? |  |  |  |  | **YES** |  | **NO** |  |  |

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| Would you have use of a car for work? |  |  |  |  | **YES** |  | **NO** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Would you require sponsorship ( previously a work permit) to take up this post |  |  |  |  | **YES** |  | **NO** |  |  |

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| --- | --- |
| National insurance number |  |

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you know or are related to a Trust Member/Director, academy local governor or employee of the academy. **YES / NO**.

If YES, please state the nature of relationship and the name of the person.

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| **12.** **Privacy Notice: How we use your information**  St. James’ Church of England Primary Academy is a member of the Diocese of Chichester Academy Trust (“Trust”) which is registered as a data controller with the Information Commissioner’s Office for the purposes of the Data Protection Act 1998.  The Trust collects, processes and holds personal data relating to those we employ to work at, or otherwise engage to work at, our academy. This personal data includes identifiers such as names, National Insurance numbers, characteristics such as ethnic group, employment contracts, remuneration details, qualifications and absence information. This is to assist in the running of the academy including payroll administration, budgeting, cashflow and analysis for management purposes and statutory returns. If you want to see a copy of the information about you that we hold, please contact the academy office.  We follow the Data Protection Policy of the Diocese of Chichester Academy Trust. A copy of this policy is available from the Trust’s website: www.dcat.academy  We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to the Department for Education (DfE)  The collection of this information will benefit both national and local users by:   * improving the management of workforce data across the sector * enabling development of a comprehensive picture of the workforce and how it is deployed * informing the development of recruitment and retention policies * allowing better financial modelling and planning * enabling ethnicity and disability monitoring   If you require more information about how the DfE store and use your personal data please visit:   * <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>   **13. Declaration**  I understand that my personal information will be collected, processed and held as outlined in section 11 Privacy Notice: How we use your information and in accordance with the Data Protection Act 1998. By signing this form I give my authority for use of my personal data for these purposes. |

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Candidate |  |  | Date |  |
|  | | | | | |

St. James’ Church of England Primary Academy and the Diocese of Chichester Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

*RK July 2021*