



Stanley Park Junior School

Employment Application Form for Support Staff

Confidential

Post:

PERSONAL DETAILS

Title	
First Name	
Last Name	
Date of Birth	
Address	
Mobile Number	
Email Address	

EDUCATION / QUALIFICATIONS AND TRAINING.

Please list all subjects separately.

Secondary School / College	Qualifications Attained / Subjects	Grades Attained	Year Taken

Higher Education Institutions	Qualifications Attained / To be taken. Subjects	Grades Attained	Year Taken

IN-SERVICE TRAINING

- Please list courses and training completed over the past 3 years.
- Continue on a separate sheet if needed.

Dates and Duration	Title of Course	Name of Provider (e.g. LA or College)	Qualification (if any)

CURRENT EMPLOYMENT

Employer	Address	Position Held	Period of Service (Please give date month and year)	
			From	To

PREVIOUS EMPLOYMENT

Please continue on a separate sheet if needed.

Details of all other paid or unpaid, employment or experience. It is important that you include periods of break in unemployment since leaving school. Please give details of these periods and your activities during these times, these might include: career breaks to raise a family, travel, voluntary work, training, long periods of sickness, unemployment detailing which office you may have received benefits from, and if you have been self-employed you will need to provide proof.

Employer	Address	Position Held	Period of Service (Please give date month and year)	
			From	To

OTHER WORK EXPERIENCES

Please continue on a separate sheet if needed.

Details of all other paid or unpaid, employment or experience. It is important that you include periods of break in unemployment since leaving school. Please give details of these periods and your activities during these times, these might include: career breaks to raise a family, travel, voluntary work, training, long periods of sickness, unemployment detailing which office you may have received benefits from, and if you have been self-employed you will need to provide proof.

Employer	Address	Position Held	Period of Service (Please give date month and year)	
			From	To

SUPPORTING STATEMENT

Please tell us how you meet each of the points on the Person Specification. We use this information in order to score your application in the short-listing process.

Please consider all your experience whether paid or unpaid. Give examples (where possible) in support of your application.

The box will expand as you type in your statement

SAFEGUARDING CHILDREN

Stanley Park Junior School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All our posts are subject to a satisfactory Disclosure and Barring Service (DBS) check.

The job for which you are applying has substantial opportunity for access to children. Your employment is therefore exempt from the Rehabilitation of Offenders Act 1974.

If you are short-listed for interview, you will be asked to complete a self-declaration of your criminal record and disclose any information that would make you unsuitable to work with children.

On appointment, successful candidates will be required to complete a Disclosure and Barring Check (DBS).

Applicants who have lived outside the UK in the past 5 years need to provide an overseas criminal records check and/or certificate of good conduct from their home country.

Following the shortlisting process, we may carry out an online search of candidates as part of our due diligence in line with Keeping Children Safe In Education regulations Para. 221.

Please note: All information we receive will be treated as confidential.

REFEREES

If you are selected for an interview we will obtain references from two referees, which should cover a full five-year history, this could include time spent in education. Your first referee must be your current or last employer if you have one. If you are a school/college leaver, give the details of your Headteacher or Tutor. You may give a personal referee but family members will not be accepted. If offered the position, in addition to information on ability and performance we will be seeking information on recent sickness.

	Referee 1	Referee 2
Name of Referee		
School / Company Name		
Position in School / Company		
Address		
Email		
Tel. Number		
Type of Reference (e.g professional or personal)		

POLITICAL RESTRICTIONS

Some posts are also subject to political restrictions under the provisions of the Local Government and Housing Act 1989. If this post is subject to these conditions, further details will be made available to you.

DISCLOSURE OF RELATIONSHIP

Are you related to, or have a close personal relationship with any member of the school staff or Governing Body?	
If yes: state the name, relationship and position held.	

WORKING IN THE UK

Are you eligible to work in the UK?	
Do you require a work permit?	
What is your National Insurance Number?	
For non-UK applicants only	
Do you require a sponsorship certificate?	
If Yes:	
Sponsorship TIER	
Number	
Expiry date	

When would you be free to commence duty?	
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I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

By providing my name below, this means that I have read, understood and agreed to the above

Name:		Date :	
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To be completed at interview

Signature:		Date :	
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