**EMPLOYMENT APPLICATION FORM: SUPPORT STAFF**

|  |  |
| --- | --- |
| **NAME OF SCHOOL** |  |
| **VACANCY JOB TITILE**  |  | **Closing Date** |  |

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Please ensure that you complete **al**l sections of Part 1 and Part 2 of the application, using black ink. CV’s will not be accepted.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Publication**  |  | **Website** |  | **Other** |  |

**Part 1- Information for Shortlisting and Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Initials** |  | **Surname** |  |

**Full Employment History**

Please provide a full history, starting with your current or most recent post. Please ensure you cover information up to secondary education / University Education including explanations for periods not in employment or education/training, and reasons for leaving employment. Use a continuation sheet if necessary.

|  |  |
| --- | --- |
| **Employer name, Address, Telephone number**  |  |
| **Type of school/establishment***e.g Community, Aided, Academy, Foundation, Free school, Independent*  |  |
| **Post Title** |  |
| **Employment dates**  | **Start date** DD/MM/YYYY **End date** DD/MM/YYYY  |
| **Full /Part time**  |  |
| **Salary Details** |  |
| **Notice period** |  |
| **Reason for leaving** |  |
| **Brief Description of duties** |

|  |  |
| --- | --- |
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| **Type of school/establishment***e.g Community, Aided, Academy, Foundation, Free school, Independent*  |  |
| **Post Title** |  |
| **Employment dates**  | **Start date** DD/MM/YYYY **End date** DD/MM/YYYY  |
| **Full /Part time**  |  |
| **Salary Details** |  |
| **Notice period** |  |
| **Reason for leaving** |  |
| **Brief Description of duties** |

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| **Post Title** |  |
| **Employment dates**  | **Start date** DD/MM/YYYY **End date** DD/MM/YYYY  |
| **Full /Part time**  |  |
| **Salary Details** |  |
| **Notice period** |  |
| **Reason for leaving** |  |
| **Brief Description of duties** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications gained with subject, grade**  |
|  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of FE college, university or awarding body** | **From** | **To** | **FT/PT** | **Qualifications obtained with subject, standard obtained and date** |
|  |  |  |  |  |

**Relevant professional courses attended.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Organising body** | **Date(s)** | **Duration** |
|  |  |  |  |

**Other experience, interests and skills including membership of professional bodies**

|  |
| --- |
|  |

**Please be aware that proof of qualifications identified as essential to the role, including driving licence,**

**will be required at interview. Do not send anything now. Further information will be sent to you**

**should you be invited to interview.**

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| **Supporting Statement** |
| Please use this section to say why you want the post and to provide evidence of how you meet each of the essential and desirable criteria set out in the person specification (where this is provided). You should indicate any special areas of interest 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 say anything else in support of your application. |

**Referees**

Please provide details of two people to whom reference may be made. The first referee should normally be your present employer or most recent Headteacher/Principal or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends. We will look for references to cover the last 5 years where possible.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

**First referee**

|  |  |
| --- | --- |
| **Title and name** |  |
| **Job title** |  |
| **Name of establishment** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship to applicant** |  |
| **May we contact prior to interview** | Yes  | No  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and name** |  |
| **Job title** |  |
| **Name of establishment** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship to applicant** |  |
| **May we contact prior to interview** | Yes  | No |

**Oxlip Learning Partnership operates a policy of open references. This means that you may read any references received in relation to you, on written request.**

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**Part 2 – Personal Details**

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

|  |  |
| --- | --- |
| **Title** |  |
| **Last name** |  |
| **First name(s)** |  |
| **All previous names (in full)** |  |
| **Preferred Name** |  |
| **Current Address** |  |
|  |
|  |
| **Postcode** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |
| **Are you currently eligible to work in the UK?**  |  |
| **If Yes, are there any conditions attached (e.g. time limits) – please give details?**  |  |
| **Do you have a current full clean driving licence?** ***( only applicable for posts that require driving*)** |  |
| **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 Trustees/Members, School Governors, Senior Employees or other members of the school community, giving their name and position/role.** **If not, please state NOT APPLICABLE**  |  |
| **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.** |  |

**Compulsory Declaration of any convictions, Cautions or Reprimands, Warnings or Bind‑Overs**

It is the School’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000**.**

**Data Protection**

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

**Notes**

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

 (b) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(c) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**Declaration**

I certify that, to the best of my knowledge and belief, all particulars in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the data protection paragraph above, and in particular that checks may be carried out to verify the contents of my application form

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |
| **Print name** |  |

**COMPLETED APPLICATION RETURN TO: Human Resources, Copleston High School, Copleston Road, Ipswich, Suffolk, IP4 5HD**

 **Email:** **applications@copleston.suffolk.sch.uk**

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**Equality and Diversity Monitoring**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

|  |  |  |  |
| --- | --- | --- | --- |
| **Initials** |  | **Surname** |  |
| **Post Title**  |  |

|  |  |
| --- | --- |
| Sexual orientation | Please tick |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |  |
| --- | --- | --- |
| Ethnicity | Workforce census code | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

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

|  |  |
| --- | --- |
| Personal relationship | Please tick |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Write in) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Disability*Do you consider that you have a disability?* | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
| My disability is: |  |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |