**CONFIDENTIAL**



**SUPPORT STAFF APPLICATION FORM**

*(Before completing this form please read Notes to Applicants on page 9)*

Please return completed applications forms to Celeste Franklin on email [headteacherpa@donhead.org.uk](mailto:headteacherpa@donhead.org.uk) or by post to our school address.

*Please note that shortlisted candidates will be subject to online searches as part of pre-recruitment checks, as stated in Keeping Children Safe in Education’ (KCSIE) 2023.*

1. **PERSONAL DETAILS**

|  |
| --- |
| Application for the post of: |

|  |  |
| --- | --- |
| Details of present post as: | |
| Current School/College/Business: | |
| School/College/Company Address:  Telephone Number: | |
| Permanent or temporary: | Full Time/ Part Time / Job Share *(delete as appropriate)* |
| Local Authority (if applicable): | Notice required: |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | | Christian/First Name: | |
| Surname: | | Known as: | |
| Any former name(s) (first/surnames): | | | |
| Date of Birth:[[1]](#footnote-1) | | Religious Denomination / Faith:[[2]](#footnote-2) | |
| Home Address & Post Code: | | | |
| If you have lived at the above address for **less than 5 years**, please list all other addresses you have lived during this period with dates. (Attach an additional sheet if necessary). | | | |
| Telephone Numbers | | | |
| Home: | Mobile: | | Work: |
| Email Address: | | | |
| How do you prefer to be contacted? Email/Telephone | | Work permit details and expiry date, if appropriate: | |

1. **POST-11 EDUCATION AND TRAINING**

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher Certificates, in chronological order starting with the most recent. Please include postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment Attended  Full Name & Address | Full or Part Time | Qualifications, Date award made and Awarding Body | Dates Attended  Including Month / Year | |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (eg teaching courses, First Aid, ICT etc), stating length of courses. Please continue on a separate sheet if necessary.

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1. **DETAILS OF PRESENT SALARY AND SCALE**

Salary Scale ………………………………………………………………………………………………………………

Additional Allowances (including Inner/Outer/Fringe London) ………………………………. Gross Salary ……………………………

1. **DRIVING LICENCE DETAILS**

Do you hold a full current UK licence? YES ❑ NO ❑

1. **OTHER EXPERIENCE**

Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employment/ Experience | Employer/  Location | Responsibilities | Dates from/to | | Reason for leaving |
| Month | Year |
|  |  |  |  |  |  |

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

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1. **INTERESTS / HOBBIES**

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|  |

1. **LETTER OF APPLICATION**

**Please provide a letter of application, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification.**

1. **SUPERANNUATION SCHEME**

Do you contribute to a Pension Scheme YES ❑ NO ❑

**10. ADVERTISEMENT**

Please state where (or how) you first learned of this vacancy?

**11. MEDICAL HISTORY**

How many days sickness absence have you had in the last 2 years?

(Exclude maternity related sickness absence). Please provide any details you feel are relevant on a separate sheet.

**12. DISABILITY MONITORING**

Definition of disability ‘*a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities*’.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? YES ❑ NO ❑

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview. *This does not form part of the selection process.*

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|  |

If you are registered disabled, please state your number ………………………………………………

1. **REFERENCES**

**Please nominate at least two and up to three referees.** **If you are in employment, one referee should be your present employer.** If you are not currently working with children, one referee should be your most recent employer. References will not be accepted from those writing solely in the capacity of friends or from relatives. **References will be taken up before interview.**

|  |  |
| --- | --- |
| Name: | |
| Job Title: | |
| Relationship with you: | |
| School/Company and Address: | |
| Telephone: | Email: |

|  |  |
| --- | --- |
| Name: | |
| Job Title: | |
| Relationship with you: | |
| School/Company and Address: | |
| Telephone: | Email: |

|  |  |
| --- | --- |
| Name: | |
| Job Title: | |
| Relationship with you: | |
| School/Company and Address: | |
| Telephone: | Email: |

Notes: (i) We reserve the right to take up references with any previous employer.

(ii) If any of your referees knew you by another name, please write that name(s) in space below.

………………………………………………………………………………………………………………………………………………………………….

(iii) All references will be followed up by verbal confirmation

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body?

YES ❑ NO ❑

If so, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:

…………………………………………………………………………………………………………………………………………………………………………………….......

1. **DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**I confirm that I am not disqualified from working with children and/or included on the DfES List 99.**

# Signature ………………………………………………………………………………………….. Date ………………………………………………………

1. **REHABILITATION OF OFFENDERS ACT 1974**

If you have no convictions, simply enter “NIL”. If you have been convicted of a criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked ‘confidential’. Please see the **Notes for Applicants** for guidance.

|  |  |  |
| --- | --- | --- |
| **Date of conviction / pending hearing** | **Offence** | **Sentence** |
|  |  |  |

1. **DISCLOSURE AND BARRING SERVICE**

In the event of a successful application an Enhanced DBS will be sought from the disclosure and barring service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made.

**Signature ……………………………………………………………………………………………………………………….…………………………………………….**

1. **DATA PROTECTION ACT 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organizations or agencies in accordance with the Data Protection Act 1998.

**Signature ……………………………………………………………………………………………………………………….…………………………………………….**

1. **DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers Misconduct Team or the Police, if appropriate.[[3]](#footnote-3)3 (Under the Education Act 2002 the Governing Body has this statutory duty.)

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children.

**Signature ………………………………………………………………………………………… Date …………………………….……………………………….**

1. **ASYLUM AND IMMIGRATION ACT 1996**

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide a documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes** for Applicants.

1. **ONLINE PRESENCE**

In line with KCSiE 2022 updated guidance, please be aware that we will be undertaking online checks, which involve screening of social media profiles.

**NOTES TO APPLICANTS**

1. Date of Birth: The Governing Body does not discriminate on grounds of age. Date of birth and dates requested are in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005.
2. The Governing Body complies with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.
3. Before signing this form, please ensure that every section has been completed.
4. Shortlisted candidates will be subject to online searches as part of pre-recruitment checks, as stated in [Keeping Children Safe in Education’](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (KCSIE) 2023.
5. The form should be returned as instructed in the details of the post.
6. **Rehabilitation of Offenders Act 1974**: You must declare *all* convictions that you have, including motoring offences and all convictions that have become ‘spent’.
7. **Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:**
   1. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
   2. A passport describing you as a British citizen or as having a right of abode in or an entitlement to readmission to the United Kingdom.
   3. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
   4. A certificate of registration or naturalization as a British citizen.
   5. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
   6. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
   7. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
   8. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
   9. A United Kingdom residence permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
   10. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
   11. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
   12. A work permit or other approval to take employment issued by Work Permits (UK) or, in Northern Ireland, by the Training and Employment Agency.
   13. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

**RECRUITMENT MONITORING INFORMATION**

Post title …………………………………………………………………………………………………………………………………………….……………………………..

Last name(s) ………………………………………………………………. Christian/First name(s) ……………………………………………………………..

Date of Birth ………………………………………………………………[[4]](#footnote-4)

**Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.**

**THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.**

**The categories below are in line with the Commission for Racial Equality guidance.**

1. **Ethnic origin**

*I would describe my ethnic group as:*

**1. White**

British ❑ **4. Asian, Asian British, Asian English,**

English ❑ **Asian Scottish or Asian Welsh**

Scottish ❑ Bangladeshi ❑

Welsh ❑ Indian ❑

Irish ❑ Pakistani ❑

Any other White background Any other Asian background

Please specify …………………………….. Please specify ………………………………………….

**2. Black, Black British, Black English, 5. Chinese, Chinese British,**

**Black Scottish or Black Welsh** **Chinese English, Chinese Scottish**

African ❑ **or Chinese Welsh**

Caribbean ❑ Chinese ❑

Any other Black background Any other Chinese background

Please specify …………………………….. Please specify …………………………………………..

**3. Mixed** **6. Other ethnic group**

White & Asian ❑ Other ethnic group ❑

White & Black African ❑ Please specify ……………………………………………

Any other Mixed background

Please specify

**2. Gender**

Female ❑

Male ❑

**THE INFORMATION CONTAINED ON THIS FORM WILL BE HELD ON A COMPUTER FILE**

1. The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005 [↑](#footnote-ref-1)
2. The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination [↑](#footnote-ref-2)
3. The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2002 [↑](#footnote-ref-3)
4. The Governing Body does not discriminate on grounds of age [↑](#footnote-ref-4)