



Application for Employment
School Support

CONFIDENTIAL

Please ensure you complete all relevant information and in particular sections marked *

| Post details | | | |
|--------------------|--|---------------|--|
| Post applied for * | | Reference | |
| School/Team name * | | Post location | |

| Personal details | |
|-----------------------------|--|
| Title (Mr, Mrs, etc.) * | |
| First name * | |
| Middle name | |
| Surname (family name) * | |
| All previous surnames | |
| National Insurance number * | |

| Address details | | |
|------------------------------|---|--------|
| House name/number & street * | | |
| Address Line 2 | | |
| Town * | | |
| County | | |
| Postcode * | | |
| Home phone | Area code | number |
| Work phone | Area code | number |
| Mobile phone | | |
| Email address | | |
| Preferred contact method | Home / work / mobile phone / email (delete as required) | |

| Current employment or occupation | |
|---|--|
| Job Title (or course details if currently a student) | |
| Employer's name and address (or school / college / university) | |
| Current salary (If part time include percentage of full time) | |
| Date started (month / year) | |

Previous employment or occupation

Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc.). Provide start and end dates for all occupations. If you have need more space please place on a numbered continuation sheet.

| | |
|--------------------------------|--|
| Job title or Occupation | |
| Employer's name or Activity | |
| Date started (month/ year) | |
| Date left (month/ year) | |
| Reason for leaving | |

| | |
|--------------------------------|--|
| Job title or Occupation | |
| Employer's name or Activity | |
| Date started (month/ year) | |
| Date left (month/ year) | |
| Reason for leaving | |

| | |
|--------------------------------|--|
| Job title or Occupation | |
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| Date started (month/ year) | |
| Date left (month/ year) | |
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| | |
|--------------------------------|--|
| Job title or Occupation | |
| Employer's name or Activity | |
| Date started (month/ year) | |
| Date left (month/ year) | |
| Reason for leaving | |

Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) and any additional training you have undertaken which is relevant to the post for which you are applying. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

| Name of qualification | Subjects and grades or results expected | School/ College/ University attended | Date awarded (month/ year) |
|-----------------------|---|--------------------------------------|----------------------------|
| | | | |

Membership of professional bodies

Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the *Relevant Skills and Experience* section.

| Name of professional body | Level of membership | Membership number | Date of membership |
|---------------------------|---------------------|-------------------|--------------------|
| | | | |

Training

Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section.

| Name of course | Date completed (month/ year) |
|----------------|------------------------------|
| | |

Reason for application

Please briefly outline the reasons for your interest in this role and the motivation for applying.

Continue on separate sheet if necessary.

Relevant skills and experience

Please write about how you would use your past experience /skills in the role for which you are applying. Please show by giving examples of any experiences, behaviours and skills how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities.

Continue on separate sheet if necessary.

Referees

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.**

If you are (or have recently been) employed, one must be your current or last employer. If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If you are applying for any job in a school or working with children or young people in any other setting, and you are not currently working with them but have done so in the past, one referee should be from a senior manager in that organisation.

Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

| Referees: | Referee 1 * (Current or most recent line manager) | Referee 2 * | Referee 3 |
|---|--|-------------|-----------|
| Title | | | |
| First name | | | |
| Surname (family name) | | | |
| Organisation name and position of referee | | | |
| Address | | | |
| Postcode | | | |
| Telephone (inc. area code) | | | |
| Email address | | | |
| May we contact this referee without further authority from you? | Yes / No * | Yes / No * | Yes / No |

Additional details

Do you require sponsorship under the UK points based registration system? * Yes / No

If you answered "Yes" to the question above, please provide details

When would you be available to start work?

Where did you see this post advertised? (please tick).

| | | | |
|-------------|--------------------------|---------|-------|
| Website | <input type="checkbox"/> | Details | |
| Publication | <input type="checkbox"/> | Details | |
| Other | <input type="checkbox"/> | Details | |

Convictions policy

Because of the nature of the work for which you are applying, we are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. You can find out what information will be revealed here: [DBS filtering guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

For posts in regulated activity, the DBS check will include a barred list check. Please be aware that it is an offence to seek employment in regulated activity if you are on a barred list.

If you are invited to interview, you will be asked to declare any sanctions that would be revealed by a DBS check. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying. If your application is successful and you did not disclose any relevant sanctions it could result in dismissal or disciplinary action being taken against you.

If you are applying for a role in one of our primary schools, we will also use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Do you have a DBS certificate?: * Yes No Date of check:

If you've lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with 'safer recruitment' requirements, in which case we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: * Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Data Protection Statement

We will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We undertake this processing on the basis of Fulfilment of Contract and Legal Obligation. We may disclose your information to our service providers and agents for these purposes. You can find out more about how we will process your information in our [Applicant Privacy Notice](#) on our website.

Declaration

By submitting this form you undertake that the information you have provided is true and accurate to the best of your knowledge.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

Signed

Date

Information for candidates with a disability

We welcome applications from all sectors of the community, including candidates with disabilities.

The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities."

You can obtain further advice from the Disability Rights Commission <http://www.drc.org.uk/>
Tel: 08457 622 633

Arrangements if selected for interview

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

| | |
|---|--------------------------|
| Interview information on audio tape | <input type="checkbox"/> |
| Interview information in large print format | <input type="checkbox"/> |
| Sign language or other assistance with communication at interview | <input type="checkbox"/> |

Other assistance details:

| | |
|--|--------------------------|
| Induction loop in interview room | <input type="checkbox"/> |
| Wheelchair-accessible location for interview | <input type="checkbox"/> |
| Car parking space for interview | <input type="checkbox"/> |
| Facility for personal carer, assistant or other person to accompany you at interview | <input type="checkbox"/> |

Other requirements — please give details:

Arrangements if appointed

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed:

[For school use only] Position reference:

Equal opportunities

We are an equal opportunity employer and are committed to promoting equality and social inclusion. We aim to ensure that unlawful or otherwise unjustifiable discrimination does not take place in our recruitment or employment practices. To help us to monitor the effectiveness of this policy you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

| | | | |
|--|---|--|--|
| What is your age? | <input type="checkbox"/> 16-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-40 | <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 | <input type="checkbox"/> 61-65 <input type="checkbox"/> 65+ |
| What is your sex? | <input type="checkbox"/> Male | <input type="checkbox"/> Female | |
| What gender are you? | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say | |
| Do you identify as the gender you were assigned at birth? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say | |
| How would you describe your ethnic origin? | | | |
| White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background | Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background | Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese | |
| Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background | Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group | <input type="checkbox"/> Prefer not to say | |
| Which of the following best describes your sexual orientation? | | | |
| <input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight | <input type="checkbox"/> Homosexual <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say | |
| What is your religion or belief? | | | |
| <input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu | <input type="checkbox"/> Jain <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion | <input type="checkbox"/> Other <input type="checkbox"/> Pagan <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say | |

Pregnancy and maternity

Are you pregnant?

- Yes
 No
 Prefer not to say

Have you given birth within the last 12 months?

- Yes
 No
 Prefer not to say

Are your day-to-day activities significantly limited because of a health issue or disability which has lasted, or is expected to last, at least 12 months?

- Health issue
 Registered disability
 Neither
 Prefer not to say

If you answered 'yes' to the question above, please provide details. Please tick all that apply. If none of the below categories applies, please mark 'other'.

Physical impairment

Sensory impairment

Learning disability/difficulty

Long-standing illness

Mental health condition

Developmental condition

Other