Job Application Form

Support Staff Posts

Confidential

Information for Applicants:		
Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.		
Please return your completed form to:	Onslow Infant School Powell Close Guildford Surrey GU2 7DD	Ref. No. *(Office Use Only)*
The deadline for receipt of completed applications is:		

Details of Post Applied For:	
Job Title	
Job Reference Number (if any)	
Please confirm the date you would be able to start work, if successful	

Personal Details:					
Title		First Name(s)			
Surname			Date of Birth[1]		
If you have previously been known by another name, please specify:					
Address					
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.				
	Daytime Contact Number:				
	Evening Contact Number:				

[1] The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").

	Mobile Number (if different):			
	Email Address:			
National Insurance Number				
Do you currently have the right to work in the UK?		YES	NO	If no, please specify your circumstances below:

Education and Qualifications:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examination Results or Award
	From (Month/Year)	To (Month/Year)	

Professional Development:				
Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.				
Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:		
Please give details of any relevant professional bodies to which you belong.		
Name of Professional Body	Membership Status	Date Membership Commenced

Employment History:
Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:		
Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.		
Date From (Month/Year)	Date To (Month/Year)	Reason

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		**Referee 2**	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You are also required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and the Data Protection Act 1998.

* *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection on the Gov.uk website and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk

Please answer the following questions:

Do you have any cautions, convictions, reprimands or final warnings which are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you?	YES/NO
Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, NCTL)?	YES/NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children.
If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'.**

Are you currently registered with the DBS Update Service?	YES/NO

If YES, please provide the information below. If NO, please proceed to the next section.

DBS Registration Number		Annual Registration Renewal Date	

Level of check obtained at point of registration? (*select one*)	STANDARD / ENHANCED
Which workforce was your check requested for at point of registration? (*select one*)	CHILDREN / ADULT / ADULT & CHILDREN / OTHER

Declaration: By signing this application form and providing the information above I understand that I am authorising the school/college to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.

A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;
- Living in the same household where another person who is disqualified lives or works (referred to as disqualification 'by association').

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance: https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

Declaration of Relationships:	
Are you related to, or do you have a close personal relationship with an existing member of staff or member of the board of governors?	YES / NO
If YES, please provide below his/her name and role, and state your relationship:	

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant		Date	

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of economy, only shortlisted applicants will receive further notification.

Retention of Application Forms: It is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑

Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will <u>not</u> be shared with the selection panel.** Thank you.

Post Applied For:		Where did you see this post advertised?	

Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female ☐ Male ☐

Age: 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+ ☐

Disability: Do you consider yourself to have a disability? Yes ☐ No ☐

Ethnicity: What is your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	
Any other ethnic group (specify if you wish):	

Ref No. *(For Office Use Only)* ☐