# Application for a Support Staff Post



# Please complete in black ink or type

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| **Post** |  | | | **Scale/Grade** |  |
| **School/Service** | |  | | | |
| **If part time or job share, state preferred days/time** | | |  | | |

***Personal Details*** *(Please complete in BLOCK CAPITALS)*

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| **Surname** |  | | | | | **Previous Surname(s)** | | | | | | | | |  | | | | | | | | | | |
| **First name(s)** |  | | | | | **Title (Mr/Mrs/Ms/Miss/Other)** | | | | | | | | |  | | | | | | | | | | |
| **Home address** |  | | | | | **Date of Birth** | | | | | | | | |  | | | | | | | | | | |
|  | | | | | | **NI Number** | | |  | |  | | |  | | |  | |  | |  | |  |  |  |
|  | | | | | | **Permission to work in the United Kingdom (UK)** | | | | | | | | | | | | | | | | | | | |
|  | | **Post Code** | |  | | Are there any restrictions on your rights to work in the UK? (Mark X as applicable) | | | | | | | | | | | | | | | | | | | |
| **Telephone** |  | | | | |  | | **Yes** | |  | | |  | | | **No** | |  | |  | | | | | |
| **Mobile** |  | | | | | Please note: Permission to work with a previous employer or in a previous post is not transferable | | | | | | | | | | | | | | | | | | | |
| **E-mail** |  | | | | |
| *Qualifications and Training* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Details of degrees/diplomas and any other qualifications obtained or in progress** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Full name and address of College, University or other Institution** | | | **Inclusive dates**  **Month & Year**  **From To** | | | | **Degree/Course Title** | | | | | **Grade/Class (or**  **state if still in progress)** | | | | | | | | | | **Main subject** | | | |
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| **NB. You will be required to provide evidence if a qualification is essential to this post. We reserve the right to contact the relevant institution for verification** | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Secondary School(s) or equivalent** | | | | | |
| **Full name and address of School/College** | Inclusive dates  Month & Year | | **Examinations passed** | | **Grades** |
| **From** | **To** | **Subject** | **Date** |  |
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| Details of any Relevant Short Courses attended in the past five years | | | | | |
| Course Title and Organiser | Dates Attended | | | Any Other Relevant Information | |
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| Please continue on a separate sheet if necessary | | | |  | |
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| Membership of Professional or Technical Associations (if applicable) | | | | | |
| **Name of Association** | | **Entry date to Membership** | **Status** | | **Membership Number** |
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***Details of Current or Most Recent Employment***

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| **Name and Address of Current or Most Recent Employer** | | | **Position**  **held** | **Full time/Part time** | Inclusive dates Month & Year | | | **Reason for leaving (if applicable)** |
| **From** | **To** | |
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| **Please write a brief description of your current/previous duties, stating to whom you report (position) and, if relevant, who reports to you. (You may attach a simple diagram of your position in the organisation if you wish).** | | | | | | | | |
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| **Current Salary (excluding any bonus)** |  | | | **Amount of Notice Required** | | |  | |
| ***Previous Employment, Voluntary Work or Other Activities*** | | | | | | | | |
| **Please complete with most recent employment/other activities first, detailing gaps between appointments, e.g. bringing up family, time spent travelling, periods of unemployment etc.** | | | | | | | | |
| **Name and Address of Previous Employer** | | **Position**  **held** | | **Full time/Part time** | Inclusive dates Month & Year | | | **Reason for leaving (if applicable)** |
| **From** | **To** | |
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| ***Statement in Support of Application*** |
| **In this section you are asked to detail, by providing evidence and/or examples, how your knowledge, skills and abilities, or any other factors, relate to the requirements of the Person Specification sent to you with the Job Information Pack.**  *Please note, if you are unable to copy and paste your statement onto this section, please send as a separate attachment* |
| *when submitting this form.* |
|  |

**Please continue on a separate sheet if necessary**

***Referees***

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| **Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer. If your employer is/was a school, the referee provided must be the Head teacher. (NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children). You should be aware that referees will be asked about disciplinary/capability investigations or warnings, as well as any in which the penalty is time expired, if they relate to child protection issues. (They will not be asked to provide information on allegations proven to be false, unsubstantiated or malicious). If you are subsequently made a conditional offer of employment, further information may be sought from referees about health and absences.** | | | | | | | | | | | | | | | | | | | |
| **(a) Name** |  | | | | | | | | | | **(b) Name** |  | | | | | | | |
| **Name of Organisation** | | |  | | | | | | | | **Name of Organisation** | | | |  | | | | |
| **Address** |  | | | | | | | | | | **Address** |  | | | | | | | |
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| **Tel:** |  | | | | | | | | | | **Tel:** |  | | | | | | | |
| **Fax:** |  | | | | | | | | | | **Fax:** |  | | | | | | | |
| **E-mail:** |  | | | | | | | | | | **E-mail:** |  | | | | | | | |
| **Status:** |  | | | | | | | | | | **Status:** |  | | | | | | | |
| **Our normal practice is to take up references prior to interview. Can we contact referee (a)?** | | | | | | | | | | | **Our normal practice is to take up references prior to interview. Can we contact referee (b)?** | | | | | | | | |
|  | | **Yes** | |  |  | **No** |  |  | |  |  | | **Yes** |  | |  | **No** |  |  |
|  | | | | | | | | | | |  | | | | | | | | |
| (NB. If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted). | | | | | | | | | | | | | | | | | | | |
| **State any date(s) inconvenient for interview:** | | | | | | | | |  | | | | | | | | | | |

***Online Searches***

**As part of our process of due diligence on shortlisted candidates, our normal practice is to carry out online searches of publicly available information, including social media, prior to interview. Do you give your consent for these searches to be undertaken?**

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|  |  |  | **Yes** |  |  | **No** |  | *(Please mark X as appropriate)* |

**(NB. If you do not give your consent for us to carry out online searches prior to interview, you should be aware that you may not be shortlisted).**

***Compulsory Declaration of any convictions, cautions or reprimands, warnings or bind-overs***

**It is the Council and School’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions, reprimands and warnings that you have which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of Section 4 (2) 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 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NARCO and UNLOCK.**

**If you are invited to interview you will be required to disclose your criminal record on a ‘Declaration of Unspent and Relevant Spent Criminal Offences’ 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 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***

1. **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”.**
2. **Canvassing, directly or indirectly, an employee or governor will disqualify the application.**
3. **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.**
4. **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***

**Do you have a close relationship with, and/or are you related to, any employee, worker, volunteer, Governor or anyone else connected with the School/PRU, or any Senior Officer or Councillor of the London Borough of Enfield?**

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|  | **Yes** |  |  | **No** |  | *(Please mark X as appropriate)* |

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| **If Yes, state details** |  |

**I understand that canvassing elected members of the Council, School Governors or School staff, directly or indirectly, for any appointment, will disqualify my application.**

**I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.**

**In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.**

**I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.**

**I hereby declare that information given on this form is complete and accurate.**

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| **Signature:** |  | **Date:** |  |

Please return form to: hr@attigoacademytrust.co.uk