

## SUPPORT STAFF APPLICATION FORM

### PRIVATE AND CONFIDENTIAL

Please use black ink/ print when completing this form

1. Application for the post of  (as advertised)

at

2. Last Name  First Names

Title

Any Previous Last Names

Address

Post Code:

Daytime

Tel No.

Evening /Mobile

Tel No.

E-mail

3. **Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

**(a) Secondary / Further Education**

Name of school/college	Dates		Subject and Qualification	Grade and date awarded	
	From	To			

**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

## Current Employer

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e.g. family duties, voluntary work, leisure interests

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**5. Employment History** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. List all employers (most recent first) using a separate sheet if necessary. **A continuous employment history is required from when you left full time education. Account for any gaps in employment** (subject to provisions relating to disclosure under the rehabilitation of offenders act 1974)

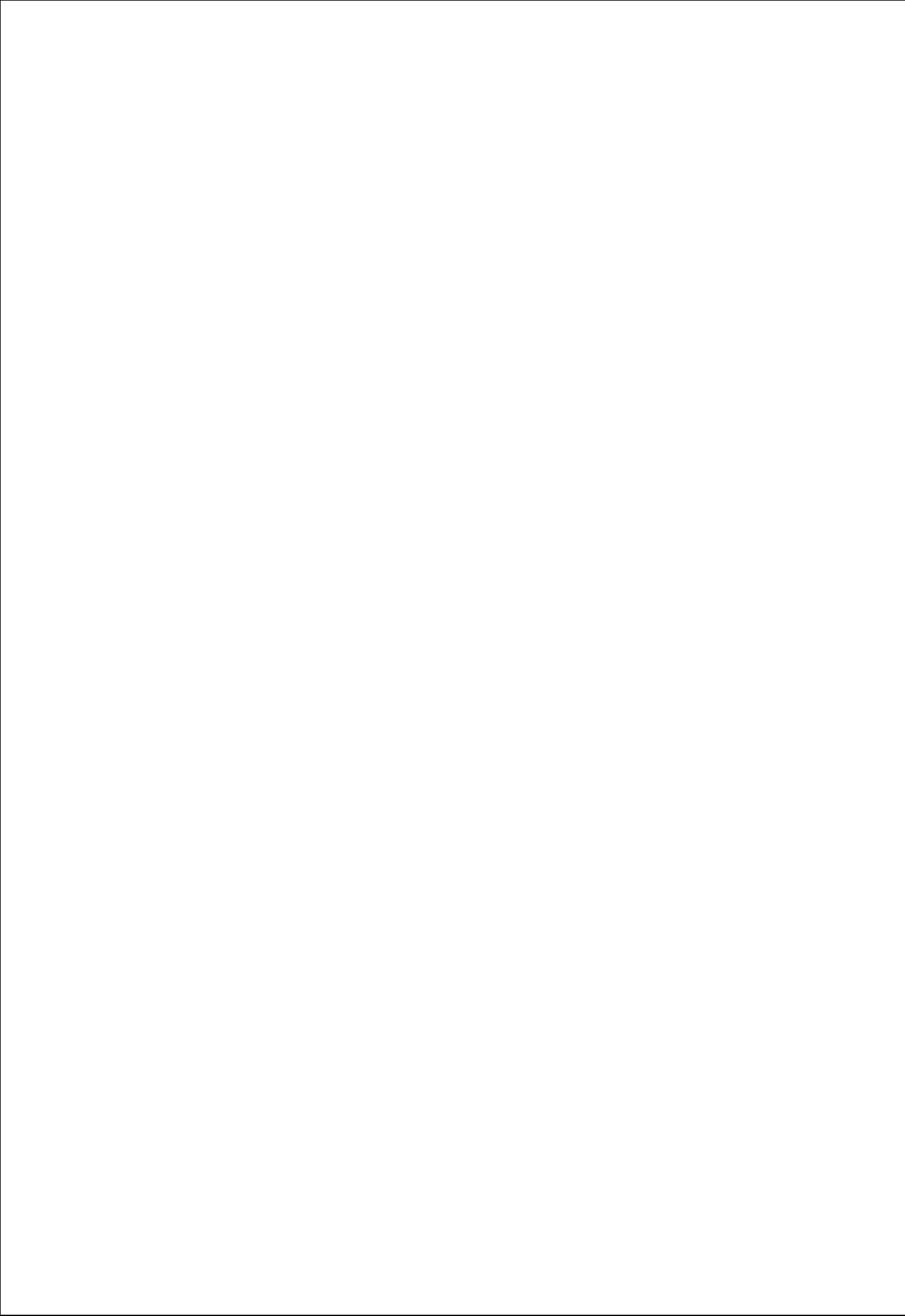
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Attendance at training courses.

Course	Duration	Date

**6. Statement in support of application.**

The information you provide in this section will be used in assessing your application. Please use this space to state your reasons for applying for the post relating to your skills, experience and personal qualities to the person specification and requirements of the job. If you are a disabled person, but are unable to meet some of the job requirements because of your disability, please document in this section. Please continue on a separate sheet if necessary.



## 7. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

It is normal for us to contact both referees after shortlisting. May we contact your referees at this stage?

Yes/No

Yes/No

### (1) Present Employer

Name

Address

Tel No (inc. STD code)

Fax No

Email address

Occupation

### (2)

Name

Address

Tel No (inc. STD code)

Fax No

Email address

Occupation

## 8. Further information

National Insurance No.

Do you wish to apply for this post on a job share basis?

Where did you see the advertisement for this post?

## 9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent". The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

### PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.

- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
  - **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
  - A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
  - Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.
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11. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administration purposes in accordance with the General Data Protection Regulations. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

More detailed information about the School's handling of your personal data can be found in its privacy notice available on the school website or available on request.

Signature of Candidate

Date

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*November 2019*

## Equalities Monitoring Form

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

**School:**

LUDLOW JUNIOR SCHOOL

**Post applying for:**

**Name:**

**Date of Birth:**




**Gender:**

☐

Male

☐

Female

**Nationality:**

☐

British

☐

Irish

☐

Other EU country

☐

Other Non EU country

**Ethnicity:**

Please indicate your ethnic origin:

**A White**

☐

British

☐

Irish

☐

Other White background \*

**B Mixed**

☐

White & Black Caribbean

☐

White & Black African

☐

White & Asian

☐

Other Mixed background \*

**C Asian & Asian British**

☐

Indian

☐

Pakistani

☐

Bangladeshi

☐

Other Asian background \*

**D Black & Black British**

☐

Caribbean

☐

African

☐

Other Black background \*

**E Chinese or other group**

☐

Chinese

☐

Any other background \*

☐

I do not wish to disclose my ethnic origin to Hampshire County Council

\* Please indicate any other ethnic background:



**Sexual Orientation:**

Please indicate your sexual orientation:

- |  |                                      |                                   |
|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Heterosexual  | <input type="checkbox"/> Transsexual | <input type="checkbox"/> Bisexual |
| <input type="checkbox"/> Gay   | <input type="checkbox"/> Lesbian     | <input type="checkbox"/> Other    |
| <input type="checkbox"/> I do not wish to disclose my sexual orientation to Hampshire County Council |                                      |                                   |

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability?

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> I do not wish to disclose my disability data to<br>Ludlow Junior School |
|------------------------------|-----------------------------|--|

**Thank you for completing this form.**

**Please return in a sealed envelope with your application form  
stating your name and post applying for.**

**The above information will not be shared with the selection panel prior to interview.**

**This information will be retained, confidentially, and used for payroll/ monitoring purposes.**