

Support Staff Application Form

**Application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**At: BWS for Girls / BWS for Boys / MAT Central Services – please circle**

###### Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did you learn of this vacancy?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. PERSONAL DETAILS**

Title:. ………………….First Names: ………………………………………………………………

Surname ……………………………………………………Previous Surname …………………

Any other names used (with dates used): ……………………………………….…………………...…

Address

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

E-mail address ………………………………………………………………………………………

Telephone numbers: Home:………………………………… Work ……………………………

Mobile ……………………………………………….………

National Insurance no ……………………………………..

Work permit details, if appropriate ………………………………………………………………

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| DATA PROTECTION ACT  The information given in this form will form part of the Contract of Employment for successful candidates. Under the terms of the Data Protection Act 2018 the information you give us will be kept confidential and will be used for the purpose of personnel management and employment. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored securely on computer or other relevant filing systems. To view more information regarding the data we collect and how it is used, please refer to our privacy notices on the school website. |

**2. EMPLOYMENT HISTORY**

**a. Current or Most Recent Position.**

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| --- | --- |
| **Employer’s name:** |  |
| **Employer’s Address:**  **Telephone:**  **Fax:**  **Email:** |  |
| **Date appointed:** |  |
| **Your current Job Title:** |  |
| **Briefly describe your current responsibilities:** |  |
| **Full or part time – please state hours** |  |
| **Salary and any allowances** |  |
| **Other positions held at this employer with dates:** |  |
| **If already left, date of leaving:** |  |
| **Reason for leaving:** |  |
| **Notice required if not already left:** |  |

**b. Previous Employment (most recent first) – Please explain any gaps in your employment history.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name & address** | **Post(s) held** | **Dates employed (to & from)** | **Reason for leaving** |
|  |  |  |  |

**3. EDUCATION AND QUALIFICATIONS**

Please give details of all nationally recognised qualifications awarded or awaited in chronological order, most recent first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/College/ University** | **Dates attended** | **Qualifications received – please detail all subjects and examining board** | **Grade or class for each** | **Date obtained or expected** |
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**4. IT SKILLS (please complete ONLY if relevant to the post for which you are applying)**

Please give details of IT skills you possess (eg Word, Excel, Powerpoint, Internet, Email, databases) and indicate your proficiency (eg advanced, good, basic)

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**5. PROFESSIONAL DEVELOPMENT**

Please list in chronological order, most recent first, any courses or training relevant to the post you are applying for (continue on a separate sheet in need)

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**6. ASYLUM AND IMMIGRATION ACT 1996**

In accordance with this Act, the successful applicant will be required to provide original documentary evidence that they are legally entitled to live and work in the United Kingdom.

**Can you confirm whether or not you can provide this information – please tick the appropriate box:**

**Yes No**

**7. DISCLOSURE OF CRIMINAL CONVICTION(S) AND CHILD PROTECTION AND SAFEGUARDING**

Please provide details of ALL actual convictions (including those normally regarded as spent) or pending hearings below – If none, write ‘NONE’::

|  |  |  |
| --- | --- | --- |
| **Date of conviction or pending hearing** | **Details of Offence** | **Sentence** |
|  |  |  |

The Governing Body is obliged by law to conduct a check on employees who have substantial access to children and young people. In the event of a successful application, an Enhanced Disclosure (including List 99 check) will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and you are required to provide details of all criminal convictions, including those that would normally be regarded as ‘spent’. Any pending criminal action or court hearings against you must also be disclosed.

**8. REFERENCES**

**Please give the names and addresses of two referees ( IF YOU HAVE WORKED WITH CHILDREN IN THE PAST, PLEASE INCLUDE THEIR REFEREE DETAILS).** All MUST know you in your professional capacity (ie. current and previous employer; references will not be accepted from friends.) Any offer of employment will be made subject to references deemed satisfactory to the Governing Body/Headteacher. **It is our normal practice to request references before interviews – you should state clearly below if you do NOT wish your referee to be contacted prior to interview. Referees will be asked about disciplinary offences relating to children.**

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| --- |
| **Name of first referee: Job Title:**  **Company Name:**  **Address:**  **Email:**  **Phone: Fax:**  **Please CROSS here if you do NOT wish this referee to be contacted prior to an interview** |

|  |
| --- |
| **Name of second referee: Job Title:**  **Company Name:**  **Address:**  **Email:**  **Phone: Fax:**  **Please CROSS here if you do NOT wish this referee to be contacted prior to an interview** |

Are you related to any member of the staff, student or Governing Body of Bullers Wood School? Yes / No

**If yes, please give their name and your relationship:**

**9. LETTER OF APPLICATION**

Please tell us why you are applying and how your experience, skills, training and/or qualifications equip you for the criteria of the post. If applying for part time employment, please state the days/hours you are looking to work. Please also state your interests/hobbies. Continue on a separate sheet if necessary.

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10. DECLARATIONS

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| I confirm that all the information given by me on this form and attachments is true and correct and that there are no material omissions or concealments.  I understand that providing information which is untrue and/or omitting information relevant to the application will disqualify me.  I am not on the List 99 register and have not been disqualified from working with children.  I understand that if it is ascertained after appointment that any information is found to be false and/or omissions or concealments have been made, I will be liable to dismissal without notice. Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

EQUAL OPPORTUNITIES

To ensure the effectiveness of our Equal Opportunities policy and to help us to fulfil our general duty under the Race Relations (Amendment) Act 2001, you are kindly requested to complete the information below. The information provided will be used for monitoring and statistical purposes only. It will be recorded on computer file.

|  |  |  |  |
| --- | --- | --- | --- |
| Gender:  Date of Birth: Age:   |  | | --- | |  |   Position applied for: | | |
| **ETHNIC ORIGIN (The categories below are in line with the 2005 DfES census.)** | | Please tick |
| **White** | **White – British (1)** |  |
|  | **White – Irish** |  |
|  | **Any other White background (2)** |  |
|  |  |  |
| **Mixed / dual background** | **White & Black Caribbean** |  |
|  | **White & Black African** |  |
|  | **White & Asian (3)** |  |
|  | **Any other mixed background (4)** |  |
|  |  |  |
| **Asian or Asian British** | **Indian** |  |
|  | **Pakistani (5)** |  |
|  | **Bangladeshi** |  |
|  | **Any other Asian background (6)** |  |
|  |  |  |
| **Black or Black British** | **Black Caribbean** |  |
|  | **Black – African (7)** |  |
|  | **Any other Black background (8)** |  |
|  |  |  |
| **Other** |  |  |
|  | **Chinese (9)** |  |
|  | **Any other ethnic group (10)** |  |
|  |  |  |
| **If you do not wish to provide this information, please indicate here:** | |  |

1. **English, Scottish, Welsh and other White British**
2. **Albanian, Bosnian-Herzegovinian, Croatian, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other**
3. **White and Pakistani, White and Indian, White and any other Asian background**
4. **Asian and any other ethnic group, Asian and Black, Asian and Chinese, Black and any other ethnic group, Black and Chinese, Chinese and any other ethnic group, White and any other ethnic group, White and Chinese, Other mixed background**
5. **Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani**
6. **African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian**
7. **Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese , other Black African**
8. **Black European, Black North American, other** Black
9. **Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese**
10. **Afghan, Arab Other, Eqyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any other ethnic group**