

Support Staff Application Form

Visit our website at **www.redbridge.gov.uk**

Please ensure you complete all sections of this form and note C.V.s will not be accepted

|  |  |
| --- | --- |
| **Post applied for** | **Reference** |

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Last Name | | | |
| First Name | Known as | | | | | |
| Any former names | | | | | | |
| Address | | | | | | |
|  | | | | | | |
| , | | | | Postcode | | |
| Preferred telephone number | | Email | | | | |
| How would you like us to contact you about your application? | | | | | Email | Post |

**Working in the UK**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you eligible to work in the UK/EEA? | | Yes | No |
| Do you require a work permit to work in the UK? | | Yes | No |
| National Insurance Number |  | | |

**Employment History**

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment; detailing which office you may have received benefits from, and if you have been self employed you will need to provide proof.

If you are short-listed we will obtain references, which may cover a full three-year history, they could include time spent in education. In addition to information on ability and performance we will be seeking information on recent sickness.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Current/Last Employer | | | |
| Address | | | |
|  | | Postcode | |
| Employer’s telephone number | |  | |
| Job Title | | | Salary |
| Date from | Leaving date or notice period | | |
| Reason for leaving | | | |
| Brief description of responsibilities: | | | |

**Previous Employment**

|  |  |  |
| --- | --- | --- |
| Employer’s/Organisation’s Name | Salary | |
| Address | Post code | |
| Post held | Date from | To |
| Reason for leaving | | |

|  |  |  |
| --- | --- | --- |
| Employer’s/Organisation’s Name | Salary | |
| Address | Post code | |
| Post held | Date from       To |
| Reason for leaving | | |

|  |  |  |
| --- | --- | --- |
| Employer’s/Organisation’s Name | Salary | |
| Address | Post code | |
| Post held | Date from       To |
| Reason for leaving | | |

|  |  |
| --- | --- |
| Employer’s/Organisation’s Name | Salary |
| Address | Post code |
| Post held | Date from       To | |
| Reason for leaving | |
| Please provide details of any gaps of employment history – with dates | | |
|  | | |
|  | | |

**Referees**

Please give the details of two referees. One of these should be your Line manager with your present and/or last employer. Please see guidance notes for more information.

|  |  |  |
| --- | --- | --- |
| Referees name | | Post held |
| Address |  | |
|  | Postcode | |
| Email address | | Telephone number |
| Your relationship to the referee | | |

|  |  |  |
| --- | --- | --- |
| Referees name | | Post held |
| Address |  | |
|  | Postcode | |
| Email address | | Telephone number |
| Your relationship to the referee | | |

**Previously employed by Loxford School Trust**

If you have been previously employed by the Loxford School Trust, please complete this section

|  |  |  |
| --- | --- | --- |
| Post held |  | Date from       To |
| Location | | Line manager |
| Reason for leaving | | |

**Qualifications and training**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Education | | | |
| Name of school/college | | Date from | To |
| Address | | | |
|  | Post code | | |
| Qualifications and grades obtained | | | |
| Pease give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses. | | | |
| Name of College/University/Other | | Date from | To |
| Address | | | |
|  | Post code | | |
| Qualifications and grades obtained | | | |
|  | | | |
| Name of College/University/Other | | Date from | To |
| Address | | | |
|  | Post code | | |
| Qualifications and grades obtained | | | |
|  | | | |

**Professional Qualifications/Registrations (EG GSCC, DFES)**

Please provide details of any professional qualifications & membership of professional institutes that you hold

|  |
| --- |
| Name of professional body |
| Membership grade and number |
| Date Obtained |
| Name of professional body |
| Membership grade and number |
| Date Obtained |
| Name of professional body |
| Membership grade and number |
| Date Obtained |

**Supporting Statement and Achievements**

Please use this space to tell us how you meet the criteria for this post. We need to have this information in order to consider your application. Please attach additional information if you require more space.

**Disability**

The Equality Act (2010) protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments to the working arrangement and/or the working environment provided it is reasonable in the circumstances to do so.

|  |  |  |
| --- | --- | --- |
| Do you have a disability you wish us to know about at this stage? | Yes | No |
| Please let us know what access requirements you have. | | |

**Declaration**

|  |  |
| --- | --- |
| Are you related to, or have a close personal relationship with, any school governor for the school you are applying Yes  No | |
| If Yes, please state their name and the position they hold | |
| Name | Position held |
| Name | Position held |

**Canvassing of employees directly or indirectly will disqualify candidates from appointment.**

Some posts are also subject to political restrictions under the provisions of the Local Government and Housing Act 1989. If this post is subject to these conditions, further details will be made available to you.

Loxford School Trust must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

I will declare to the Loxford School Trust, if appointed, my intention to continue work for another employer or on a self employed basis (under the Working Time Directive).

**Data Protection**

The Loxford School Trust intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The Trust will ensure that all processing of data falling within the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the Trust can be assured the information will be maintained in confidence and treated with all due care. The Trust tries to keep information held about you accurate and up-to-date. However, if you find any inaccuracies you have the right to have them corrected.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

**I authorise the Loxford School Trust to check the information supplied and hold all such information in both paper and electronic formats.**

If you are successful in your application you will be asked to sign this declaration.

|  |  |
| --- | --- |
| Signature Print Name | Date |

Workforce Monitoring

**hh**

Visit our website at **www.redbridge.gov.uk**

In line with the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality and as required by the Audit Commission, Loxford School Trust collects and maintains information on gender, ethnic origin and disabilities of its employees.

It will be appreciated if you will complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to short listing officers or interviewers.

|  |  |
| --- | --- |
| **Gender** | |
| Male | Female |
| **2. What is your ethnic group?**  Please choose one selection from A to E and then tick the appropriate box within your chosen section to indicate your cultural background. | |
| **A. White** |  |
| British | Irish |
|  | Any other White Background |
| **B. Mixed** | |
| White and Black Caribbean | White and Black African |
| White and Black Asian | Any other Mixed Background |
| **C. Asian or Asian British** | |
| Indian | Pakistani |
| Bangladeshi | Any other Asian Background |
| **D. Black or Black British** | |
| Caribbean | African |
|  | Any other black background |
| **E. Chinese or other Ethnic Group** | |
| Chinese | Any other Background |

|  |  |  |
| --- | --- | --- |
| **3. Do you consider that you have a disability as defined by the Equality Act 2010?** | | |
| This means long term illness, health problem or disability that limits your daily activities or the work you can do | Yes | No |
| **4. Date of Birth** | | |
| Where did you see this post advertised? | | |

Declaration of Offences

Visit our website at **www.redbridge.gov.uk**

Before completing this form, please read the following notes carefully.

**Rehabilitation of Offenders Act 1974.**

This post is exempt from the above act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare on this form all offences, convictions, cautions, reprimands, warnings and bindovers except those which are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. You must also declare any court cases you may have pending.

Convictions will not necessarily be a bar to employment with the Trust.

As this post involves working with or has access to children or vulnerable adults and/or their records, we will require an enhanced Disclosure from the Disclosure and Barring Service for the successful candidate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions, cautions, reprimands, final warnings or bindovers that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendments) (England and Wales) Order 2013?  All guidance and criteria on the filtering of these ‘protected’ cautions and convictions can be found in the DBS filtering collections (http://www.gov.uk/government/collections/dbs-filtering-guidance) | | | Yes | No |
| Have you ever been disqualified from working with children or vulnerable adults? | | | Yes | No |
| If you fail to disclose any criminal convictions, cautions, reprimands, final warnings or bindovers including those spend but not ‘protected’, it could result in withdrawal of the job offer, dismissal or disciplinary action by the Trust.. | | | | |
| If you do not have any, please write none. | | | | |
| Details of offence(s) | Place and date of Judgement(s) | Sentences(s) | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |

Possession of a conviction or caution will not necessarily mean that you won’t be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

|  |  |
| --- | --- |
| Name (Please print) |  |
| Signed | Date |

Guidance Notes

**Visit our website at www.red**

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**How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

**What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

**Personal details**

Where it says ‘known as’, this is for example if your official documentation shows you as ‘Elizabeth’, but you like to be known as ‘Liz’.

**Working in the UK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

**Current or most recent employment**

We need you to provide us with you complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

**Qualifications & Training**

**hh Visit our website at www.redbridge.gov.uk**

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Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job (like GSCC, DfES etc.), you will need to provide us with the relevant original certificates/registration documents.

**Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

**Declaration of Criminal Offences**

Please read this carefully before completion.

The disclosure and Barring Service (DBS), and Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

**Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

**Monitoring**

This Authority has an Equal Opportunity in Employment policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

Checklist

Visit our website at **www.redbridge.gov.uk**

|  |  |
| --- | --- |
| **Before you submit your application, please check that you have:** | **Tick Here** |
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience |  |
| Attached additional information if you have run out of space |  |
| Kept a copy of your completed application form and Job Description and Person Specification |  |
| Made sure that your application form will be received by the closing date  NB if you are sending your form in the post, please ensure that you attach the right amount of postage |  |

**What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted