

**Application Form for Support Staff Posts**

Post Applied for:

**PERSONAL DETAILS**

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| --- | --- |
| **Surname/Family Name:** | **Preferred Title:** |
| **First Name(s):** | **Previous Surname:** |
| **Home Address:** | **Present Address (if different):** |
| **Post Code:** | **Post Code:** |
| **Telephone (Home):** | **Telephone (Work):** |
| **Telephone (Mobile):** | **Email:** |

**PRESENT APPOINTMENT (or most recent)**

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Employer:** |  |
| **Department/Section:** |  |
| **Employer’s address:** |  |
| **Start Date:** |  |
| **Summary of main duties in your job:** |  |
| **Grade and Salary:** |  |
| **Are you still employed?** | **Yes/No** |
| **If YES, amount of notice required:**  **If NO, the date employment ended:** |  |

**PREVIOUS EMPLOYMENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title** | **Name and address of employer** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School Education**  **(name of establishment)** | **From** | **To** | **Qualifications Awarded (subjects and grades)** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Higher Education**  **(name of establishment)** | **From** | **To** | **Qualifications Awarded**  **(name of qualifications and grades awarded)** |
|  |  |  |  |
| **Other** |  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| **Name of Institute/Professional Body** | **Current Level of Membership (eg corporate)** | **Membership Number** |
| Please give details of you involvement with these bodies (eg attendance at meetings) |  |  |

**TRAINING AND DEVELOPMENT**

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| --- |
| Please include details of any training (eg courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date. |
|  |

**ANY OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature of Occupation** | **Employer** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18**

(Failure to complete may result in not being called for interview)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**PERSONAL STATEMENT**

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| --- |
| **Details as to how your qualifications, skills, knowledge and experience match the School’s requirements for this position.** |
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**ADDITIONAL INFORMATION**

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| **Any further information you would like to add to support your application** |
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| **CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**  From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK. |

**DECLARATION BY APPLICANT**

|  |  |
| --- | --- |
| **From what source did you learn of this vacancy?** | |
|  | |
| **Are you a relative or partner of any employee or governor of the school?**  **If yes, please give details below:** | **Yes/No** |
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|  | |
| **Has someone else completed this form on your behalf?**  **If yes, please provide the person’s name and an explanation below:** | **Yes/No** |
|  |
|  | |
| **Have you ever lived abroad for a period of more than six months?**  **If yes, please provide details below:** | **Yes/No** |
|  |
|  |  |
| Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school. |  |

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| --- | --- |
| I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature:** | **Date:** |

**REFERENCES** Please give the names, addresses and status of two referees who may be approached now. (If you are currently employed at a school, one referee **must** be your present Headteacher). References from friends or relatives are not acceptable.

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| --- | --- |
| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |