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**Application for Employment**

**Support Staff**

**The Governing Body is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.**

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| SECTION A | **Job Details** | |
| Job applied for: | |  |
| How did you hear about this position? | |  |

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| SECTION B | **Personal Information** | | |
| Surname: | |  | |
| First Name: | |  | |
| What title do you use?(For e.g. Mr/Mrs/Miss/Ms/Dr): | |  | |
| Address (including post code): | |  | |
| **How may we contact you quickly:** | | **Daytime** | **Evening** |
| **Telephone Number:** | |  |  |
| **Mobile Number:** | |  |  |
| **Email Address:** This address may be used to contact you during the recruitment process. | |  | |

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| SECTION C | **Current or most recent Employment/Voluntary Work** | | | | | |
| Name and address of organisation: | | | | **Job held:** | **Current Salary/Pay Rate:** | |
|  | | | |  |  | |
| **Date of appointment:** | **Length of notice:** | |
|  |  | |
| **Brief summary of duties and responsibilities:** | | | | | | |
| **Are you currently in employment?  Yes No** | | | **If no, please state the date when last employment ended and the reason:** | |  | |
| SECTION D | **Educational and Professional/Specialist Qualifications** | | | | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, Degree)** | | | | **Grade/Result received:** |
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| SECTION E | **Training relevant to this post.** (Please use an additional sheet if necessary) | | |
| **Name of Organisation:** | | **Date & Name of specialist training courses:** | **Result received & Date:** |
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| SECTION F | **Employment History** | | | | | |
| **Please give details of your full employment history in date order starting with the most recent.**  **You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.**  (Please use an additional sheet if necessary) | | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** | |
| **From:** | **To:** |
|  | |  |  |  |  | |
| **Please give details and reasons of any gaps in work history:** | | | | | | |
| SECTION G | **Additional Information** | | | | |
| **With this application form you will have received a job description and/or person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.**  (Please use an additional sheet if necessary) | | | | | |
|  | | | | | |
| SECTION H | **References** | | | | |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.  The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.  **If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.  **PLEASE NOTE THAT Biggleswade Academy reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.** | | | | | |

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| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes  No** |

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| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes  No** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.** | | | | | | | |
| **Referee Name:** | |  | | **Job Title:** |  | | |
| Address (including postcode): | |  | | | **Telephone Number:** | |  |
| **Email Address:** | |  | | **I agree to this reference being taken prior to any interview:** | | | **Yes  No** |
| SECTION I | **Further Information** | | | | | | |
| Are you subject to any legal restrictions in respect of your employment in the UK?  You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | | | | | | **Yes  No** |
| **Compulsory declaration of any convictions, cautions or reprimands, warnings or bind-overs**  If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” 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 Disclosure. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, 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 job you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000. | | | | | | |  |
| Have you ever been subject to a child protection investigation by your employer or any other organisation? | | | **Yes  No**  If yes please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are invited to interview. | | | | |
| Are you related to or have a close personal relationship with any pupil, employee, or governor? | | | **Yes  No**  If yes give details separately under confidential cover. This will not be opened unless you are invited to interview. | | | | |
| Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment? | | | **Yes  No**  If yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc.). | | | | |
| The post you are applying for is exempt from the “Rehabilitation of Offenders Act 1974”. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Policy investigations, bind overs, warnings / cautions or reprimands.  Do you understand the above and agree to declare this information? | | | | | | **Yes  No** | |

**Data Protection Act 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. 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, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

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| SECTION J | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the Data Protection Act, in particular that checks may be carried out to verify the contents of my application form.  .  **Signature:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**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

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**EQUALITY AND DIVERSITY MONITORING**

This section will be separated from your Application Form. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group**

*Workforce*

*Census Code* *Please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian  or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black  or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | *Write in:* |  |
| Prefer not to say | REFU |  |  |

**Religion Disability** *Please tick* Do you consider that you have a disability? *Please tick*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion  *write in* |  |
|  |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes *Please complete the grid below* |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: *Please tick* | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

**Sexual Orientation** *Please tick*

**Personal relationship** *Please tick*

|  |  |
| --- | --- |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

**Gender** *Please tick*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Date of Birth |  |
|  |  |
| National Insurance Number |  |
|  |  |