Greig City Academy



Hornsey High Street

London

N8 7NU

Tel: 0208 609 0100

**Educational Support Staff**

**Application Form**

The Governing Body is committed to safeguarding and promoting the welfare of children

and young people and expects all staff and volunteers to share this commitment.

|  |
| --- |
| Application form for the post of: |
| Closing date: |
| Name: |

|  |
| --- |
| **Educational Support Staff** |

Please complete this form in black ink or typescript. A Curriculum Vitae may be supplied in addition but should not replace this form. Please read the notes on the last page before completing the application.

|  |
| --- |
| **APPLICATION FOR APPOINTMENT AS:** |
| **SCALE POINT:** |

## PERSONAL DETAILS (Block capitals please)

|  |  |
| --- | --- |
| Surname and Title: | Address |
| Forenames: |
| Home tel. no.: |
| Mobile tel. no.: |
| Email: | Post Code |
| Nat. Insurance No.: | Nationality |
| Do you require a visa to work in the UK? **YES/NO** | Car Registration Number |
| Do you hold a current full driving licence? **YES/NO** | Have you your own transport? **YES/NO** |

|  |
| --- |
| Are there any special arrangements which we can make for you if you are called for an interview?  **NO/YES** (please specify): |

## PRESENT EMPLOYER

|  |  |
| --- | --- |
| Present Employer: | Superannuation scheme (if any): |
| Address: | Date of Appointment: |
| Present Salary/Wages: |
| Notice required by your employer: |
| Email: |  |
| Position/Duties: | |

### PREVIOUS EMPLOYMENT - Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names and addresses of employers | Posts held | Dates | | Summary of duties | Reason for leaving |
| FROM | TO |
|  |  |  |  |  |  |

**PREVIOUS EMPLOYMENT (Cont’d)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names and addresses of employers | Posts held | Dates | | Summary of duties | Reason for leaving |
| FROM | TO |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please continue on a separate sheet if necessary

**SECONDARY/FURTHER EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of school/college | From | To | Qualifications at ‘A’ Level or equivalent | Exam Board | Grade | Date |
|  |  |  |  |  |  |  |
| Name of school/college | From | To | Qualifications at ‘GCSE’ Level or equivalent | Exam Board | Grade | Date |
|  |  |  |  |  |  |  |
| Name of school/college | From | To | Other Qualifications | Exam Board | Grade | Date |
|  |  |  |  |  |  |  |

**PROFESSIONAL TRAINING COURSES ATTENDED/OTHER TRAINING (during last 5 years)**

|  |  |  |
| --- | --- | --- |
| Course Title/Brief Description | Date | Organising Body |
|  |  |  |

**HIGHER EDUCATION** (in chronological order)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Educational Establishment | From | To | Qualifications obtained (include main subjects) | Grade | Date |
|  |  |  |  |  |  |

### LETTER OF APPLICATION

|  |
| --- |
| **N.B.** PLEASE GIVE ANY OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION IN THE FORM OF A SUPPORTING LETTER ON A SEPARATE SHEET. THIS SHOULD STATE CLEARLY YOUR REASONS FOR APPLYING FOR THE POST AND THE SKILLS AND EXPERIENCES THAT YOU WOULD BRING TO IT. |

**REFERENCES**

|  |  |
| --- | --- |
| Please give names and addresses of two persons or companies to whom reference may be made.  One referee should be your present employer or, if you are unemployed, your last employer. | |
| MR / MRS / MS / MISS | MR / MRS / MS / MISS |
| Address: | Address: |
| Email: | Email: |
| Position: | Position: |
| Tel. no.: | Tel. no.: |
| Fax no.: | Fax no.: |
| Notes: (i) Referees will be contacted before interviews unless otherwise requested.  Have you any objections to your present employer being approached? **YES/NO**   1. If either of your referees knew you by another name, please give details. | |

Are you related to any member of the Governing Body or staff at Greig City Academy? **YES/NO**

If yes, please give the name of the person and the relationship:

**DECLARATION (see enclosed notes)**

I certify that, to the best of my belief, the information I have provided is true, and I understand that any false information or failureto disclose criminal convictions may in the event of employment, result in dismissal or disciplinary action by the Governing Body.

Signed: …………………………………………………………………………. Date: ………………………………………………

# NOTES – Please read this important information.

* **Any other information in support of your application should be on a separate sheet together with current curriculum vitae.**
* **The successful candidate will be required to complete a CRB disclosure form and a medical questionnaire.**
* **Any personal information entered on this form may be held on computer files.**
* **Failure to disclose a relationship to any member of the staff or Governing Body may disqualify the applicant.**
* **Canvassing of any member of staff or of the Governing Body will result in the disqualification of the applicant.**
* **The successful candidate will be required to submit copies of appropriate qualifications.**

|  |
| --- |
| **CORRESPONDENCE**  Thank you for applying for this job. On the grounds of economy, it is no longer the practice to acknowledge the receipt of applications or notify unsuccessful applicants unless stamped addressed envelopes are attached to this form. If only one envelope is attached to this form it will be assumed that you wish to be advised of the final result only. |

**Name (please use CAPITALS):**

**Post applied for:**

THIS PAGE IS INTENTIONALLY BLANK

# CONFIDENTIAL – EQUALITY AND DIVERSITY MONITORING INFORMATION

This section will be separated from your application. 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ethnicity:** Please tick the **one** box which best describes your ethnicity | | | | | | |
| **White** | British |  |  | **Black/Black British** | Angolan |  |
| Irish |  |  | Congolese |  |
| Albanian |  |  | Ghanaian |  |
| Kosovan |  |  | Nigerian |  |
| Turkish |  |  | Somali |  |
| Turkish-Cypriot |  |  | Other African |  |
| Greek |  |  | Caribbean |  |
| Greek-Cypriot |  |  | Any other Black background  (please specify below) |  |
| Traveller of Irish Heritage |  |  |
| Gypsy/Roma |  |  |  | |
| Other White  (please specify below) |  |  | **Other** | Arabic |  |
|  |  | Chinese |  |
|  | |  |  | Kurdish |  |
| **Mixed** | White & Asian |  |  |  | Latin American |  |
| White & Black African |  |  |  | Vietnamese |  |
| White and Black Caribbean |  |  |  | Any other ethnic group  (please specify below) |  |
| Any other mixed background  (please specify below) |  |  |  |
|  |  | |
|  |
|  | |  |
| **Asian/Asian British** | Indian |  |  |
| Pakistani |  |
| Bangladeshi |  |
| Any other Asian background  (please specify below) |  |
|  | |
| Prefer not to say |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disability:** Do you consider that you have a disability? | |  | **Sex** | *Please tick* |
|  | *Please tick* |  | Female |  |
| Yes *Please complete the grid below* |  |  | Male |  |
| No |  |  | Prefer not to say |  |
| 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 |  |

THIS PAGE IS INTENTIONALLY BLANK

**Greig City Academy**



**Disclosure of Criminal Convictions**

**(Spent and Unspent)**

**Disclosure Form**

**Please read carefully the accompanying notes and then enter any convictions, cautions, warnings, reprimands or bindovers below.**

Please enter NONE if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Offence |  | Date of conviction/caution | Sentence |

**Please list below details of any pending prosecutions.**

Please enter NONE if applicable.

|  |  |  |
| --- | --- | --- |
| Court to which summoned | Appearance date | Alleged offence |

**I certify that:**

**i) I have read and understood the attached guidance notes;**

**ii) to the best of my belief, the information I have entered is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by Greig City Academy, and is likely to result in the withdrawal of the offer of employment or dismissal. You may, if you wish, put this page of the application form in a separate envelope which will not be opened until the final stages of the decision regarding the appointment to the post.**

**Name (please use CAPITALS):**

**Signature: Date:**

**…………………………………………………. ………………………………………….**

**Post applied for:**

**………………………………………………………………**

**Greig City Academy**



**Disclosure of Criminal Convictions**

**(Spent and Unspent)**

**Guidance Notes**

1. It is the Academy’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions. In addition you are required to disclose any cautions which have not expired or any pending prosecutions.
2. In addition, as the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose ‘spent’ as well as ‘unspent’ criminal convictions, cautions, warnings, reprimands and bindovers and any pending prosecutions against you.
3. The information you provide (by completing the attached form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
4. Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in the light of all the information available. A main consideration will be whether the offence is one which would make the person unsuitable to work in the capacity of the post applied for.
5. A conviction includes:
   1. a sentence of imprisonment, youth custody or in a young offenders institution;
   2. an absolute discharge, conditional discharge, bind over;
   3. a fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
   4. simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
   5. detention by direction of the Home Secretary;
   6. remand centres, secure training centres or in secure accommodation;
   7. a suspended sentence;
   8. a fine or any sentence not mentioned above.