**APPLICATION FORM – SUPPORT STAFF**

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| Address: | Prebend Street  Islington  London  N1 8PQ | Support Staff Appointment: CONFIDENTIAL |
| Telephone: | 0207 226 8611 | FOR OFFICIAL USE ONLY |
| Fax: | 0207 226 9363 | Acknowledged: |
|  |  | Interview Date: |
| Principal: | Ms Jacob | Time: |
| Executive Principal: | Miss C Verga | Result Notified: |

Please email your completed application form to [HancockLisa@cityacademyislington.org.uk](mailto:HancockLisa@cityacademyislington.org.uk)

*If you have not heard from us within three weeks of the closing date, you may conclude that your application has been unsuccessful.*

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| Post Applied For: | |
| Closing Date: | How did you hear of this job? |

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| **PERSONAL DETAILS – SECTION A** | |
| FIRST NAME: | SURNAME: |
| ADDRESS: | Mr / Mrs / Miss / Ms / Dr / Other |
| Teacher Reference Number: |
| DATE OF BIRTH: | NI NUMBER: |
| TELEPHONE (HOME): | TELEPHONE (WORK): |
| MOBILE: | EMAIL: |

**(Applications from qualified teachers must contain their Teacher Reference Numbers)**

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| IS THERE ANY REASON WHY YOU SHOULD NOT WORK UNSUPERVISED WITH CHILDREN? |
| Yes No  If yes, please give details. |

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| **WHAT IS THE EARLIEST DATE YOU COULD COMMENCE YOUR DUTIES IF APPOINTED?** |
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| **PRESENT (OR MOST RECENT) POST (if applicable) – SECTION B** | |
| PRESENT/MOST RECENT POST: | |
| DATE APPOINTED:  DATE OF LEAVING EMPLOYMENT: | FULL-TIME/PART-TIME: |
| CURRENT SALARY:  ADDITIONAL BENEFITS: | GRADE/SPINAL POINT (IF APPLICABLE): |
| NAME & ADDRESS OF EMPLOYER: | TELEPHONE: |
| FAX: |

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| **PREVIOUS TEACHING POSTS HELD – SECTION C (Please list in chronological order beginning with the most recent.)** | | | |
| NAME OF EMPLOYER | TITLE, GRADE OR SCALE, FULL OR PART TIME | DATES (MONTH & YEAR) | |
| FROM | TO |
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| **PREVIOUS NON-TEACHING POSTS HELD – SECTION C (Please list in chronological order beginning with the most recent.)** | | | |
| NAME OF EMPLOYER | TITLE, GRADE OR SCALE, FULL OR PART TIME | DATES (MONTH & YEAR) | |
| FROM | TO |
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| **EDUCATION AND TRAINING – SECTION D** | | | | | |
| **Secondary/Further Education (You may be asked to provide evidence of any qualifications stated)** | | | | | |
| NAME OF SECONDARY SCHOOL | DATES | | QUALIFICATIONS GAINED | | |
| FROM | TO | SUBJECT | LEVEL/  GRADE | DATE |
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| **Higher Education (if applicable)** | | | | | | |
| NAME OF COLLEGES/UNIVERSITIES | DATES | | F/T or P/T | QUALFICATIONS GAINED | | |
| FROM | TO |  | TITLE & SUBJECT | CLASS | DATE |
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| **Membership of Professional Bodies (if applicable)** | | | | |
| NAME OF PROFESSIONAL BODY | MEMBERSHIP GRADE | WAS MEMBERSHIP GAINED THROUGH EXAMINATION | WHERE | DATE |
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| **Training Courses Attended in the last 3 Years which may be relevant to this job** | | |
| COURSE/TITLE | QUALIFICATION GAINED | DATES |
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| DATE ACHIEVED UK QUALIFIED TEACHER STATUS: | AGE RANGE QUALIFIED TO TEACH: |
| AGE RANGE WHICH YOU WOULD PREFER TO TEACH: |

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| **MEDICAL INFORMATION – SECTION E**  **(Note: Successful candidates will complete a health history form and may be asked to attend a medical examination.)** |
| Do you consider yourself to have a disability (please circle) Yes No |
| Is there anything we need to know about your disability in order to offer you a fair selection interview? (Please circle)  Yes No If yes, please give details.  We are able to make provision for people with special needs. Such adjustments may include arranging a signer, providing information on tape, in Braille or large print, or changing the location of the interview if access to an upper floor is not possible.  Is there any such help you require for interview or throughout the application process? (Please circle)  Yes No If yes please give details. |

There is no legal requirement for you to provide information about your disability on this form. However you are encouraged to do so, particularly where you believe that the information may be relevant to the job application. Please contact Clare Verga if you require any further information on any aspect of your application.

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| **CRIMINAL OFFENCES – SECTION F**  **Have you been convicted of any criminal offence? YES/NO**  **(please give details of any criminal offences(s) or pending criminal charge(s)**  This post involves working with children – all, convictions, including Spent Convictions, cautions, and bind-overs must be disclosed |
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Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(ii) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 and you are therefore not entitled to withhold information of convictions which for other purposes are “spent” under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Academy. Any information given will be completely confidential and will be considered only in relation to any application for position to which the order applies.

**Those appointed to work with children will also be subject to a clearance report from the Criminal Records Bureau.**

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| **OUTSIDE INTERESTS/ACTIVITIES – SECTION G** |
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| **SECTION H – Please describe how your skills, experience and training, both inside and outside work will benefit the Academy and why you think you are suitable for this role. Attach additional sheets if necessary.**  **(This is the most important part of your application; if you do not complete this section we will not be able to consider you for shortlisting as we will not have enough information to ass your application.**  **If you are unable to meet some of the criteria due to a disability, please address this clearly. If you meet the remaining criteria you will be shortlisted and we will explore with you if there are ways the job can be changed to enable you to meet the job requirements. This could include adjustments to the equipment, premises or job duties.** |
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| **REFEREES – SECTION I (One of your references must be your present Employer, or your present Head Teacher/Principal. Or Principal of your college if you are seeking a first appointment. Please note that both referees in this section should be people able to comment on your professional record and must not be related or be personal references.)** | |
| Referee 1 | Referee 2 |
| NAME: | NAME: |
| ADDRESS: | ADDRESS: |
| TELEPHONE: | TELEPHONE: |
| FAX: | FAX: |
| EMAIL: | EMAIL: |
| POSITION: | POSITION: |
| HOW DO YOU KNOW THIS PERSON? | HOW DO YOU KNOW THIS PERSON? |
| **ALL REFERENCES WILL BE REQUESTED PRIOR TO INTERVIEW** | |

**ADDITIONAL INFORMATION (Please circle relevant answer.)**

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| BEFORE YOU COMMENCE WORKING YOU MUST PROVIDE EVIDENCE TO DEMONSTRATE YOUR RIGHT TO BE IN OR WORK IN THE UNITED KINGDOM. |
| Are you subject to any legal restrictions in respect of your employment in the UK? Yes / No |
| Do you require a work permit? Yes / No |
| If you are not a resident of the European Union and have permission from the Home Office to work in the UK, please specify the type of visa you are in possession of and when it expires.  Type of visa: Expiry date: |

**DO YOU HOLD A FULL/CLEAN DRIVING LICENCE YES / NO**

**(PLEASE REFER TO THE RECRUITMENT PACK FOR INFORMATION ON WHETHER A DRIVING LICENCE IS NEEDED FOR THIS POST)**

**DO YOU HAVE ANY INTERESTS OR HOLD ANY APPONTMENTS THAT MAY CONFLICT WITH THIS ACADEMY’S EMPLOYMENT ? YES/NO. IF YOU HAVE ANSWERED ‘YES’, PLEASE GIVE DETAILS.**

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| DATE: |
| POSITION: |
| DEPARTMENT: |

**ARE YOU, TO YOUR KNOWLEDGE, RELATED TO ANY EMPLOYEE, PUPIL, PARENT OR TRUSTEE AT THE ACADEMY? YES / NO**

**IF YOU HAVE ANSWERED ‘YES’, PLEASE PROVIDE DETAILS OF YOUR RELATIONSHIP TO THE PERSON.**

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| NAME: |
| POSITION: |
| RELATIONSHIP: |

Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

**DECLARATION**

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used and retained for registered purposes under the Data Protection Act, 1984. This will include using the information for the purpose of selection for the post in which it applies, making appropriate checks and such information will be made available to all persons involved in the selection process. I have also understood and complied with the provision concerning the disclosure of criminal convictions. I agree that the Academy can check the information I have supplied including approaching any of my previous employers for a reference if required. I understand that I must not, under any circumstances try to influence councillors/employees of the council concerning my application for employment. All new staff may be required to provide roof of any of the matters set out in their application form and the academy reserves its rights to make appropriate additional checks in respect of the information provided by you. In addition of you are successful you will be required to provide proof of identity and nationality on or before your first day of employment. If acceptable evidence is not provided then any appointment cannot commence.

SIGNATURE OF APPLICANT DATE

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### Please email your completed application form to recruitment@cityacademyislington.org.ukPOLICY ON THE RECRUITMENT AND EMPLOYMENT OF EX-OFFENDERS

# Background

City of London Academy Islington uses the Disclosure and Barring Service to help assess the suitability of applicants and volunteers for positions of trust. Further information can be found at https://www.gov.uk/government/organisations/disclosure-and-barring-service.

# Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

City of London Academy Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working at City of London Academy Islington. This will depend upon the nature of the position you have applied for and the background of your offences.

## During the application process

When you apply for a job with City of London Academy Islington you will be subject to a criminal record check. You will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record at the application stage will normally lead to the withdrawal of any subsequent job offer.

**If you are offered a job working for City of London Academy Islington**

The job offer will be made subject to a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. If, after reading the guidance, you have any questions please contact the HR Manager at City of London Academy Islington.

All employee’s involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with the Principal. The following will be taken into account when deciding whether to confirm the appointment:

* Whether the conviction or information was disclosed during the application stage
* An examination of the circumstances leading up to the offence e.g. the influence of financial or domestic circumstances
* Whether the individual’s circumstances have changed since the offence was committed, making re-offending less likely
* The degree of intent on behalf of the offender
* The damage caused
* Repeat offences i.e. was the offence a one-off or part of a history of offending
* The length of time since the offence took place
* The nature of the job i.e. does the nature of the job present any opportunities for the postholder to re-offend in the course of their work
* The degree of risk that the offence suggests that the individual represents
* The extent of job supervision i.e. does the job involve one-to-one contact with children and what level of supervision will the postholder receive
* An individual’s attempt to “go straight”
* The degree of remorse, or otherwise, expressed by the applicant and their motivation to change
* Whether the offence has been decriminalised by Parliament

All staff in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

**Appeal**

You should appeal to the DBS if you believe that the disclosure information is not accurate.

In consultation with Strictly Education the City of London Academy Islington will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

**Policy on handling disclosure information**

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files. City of London Academy Islington on behalf of the Academy Board has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from HR.