



Job Application FORM

School Support Staff Posts

Confidential

Ref No. (For Office Use Only)

Instructions:

Please complete all sections of this form using **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper.

The sections of this application form that include your personal details and equal opportunities information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full:

- Please note that we **cannot accept CVs**.
- Please return the application form and supporting documents to:

Data Protection:

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests.

Disclosure and Barring:

This post is **exempt from the [Rehabilitation of Offenders Act \(ROA\) 1974](#)**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. If you are shortlisted for interview you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

* *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](#) and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk*

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?

YES

NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you answer YES to this question you will be asked to supply further information.

Are you registered with the DBS Update Service (service only available from 17.06.13)?

YES

NO

A note on Childcare Disqualification Requirements:

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All prospective staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work if shortlisted for the role.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

If you have lived or worked outside of the UK in the last 10 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 10 years?	YES	NO
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Online screening:

In line with the statutory guidance document Keeping Children Safe in Education (2023) the school will carry out screening of successful candidates using online searches. This screening is an additional measure alongside our wider safer recruitment processes. The purpose of the online search is to uncover any information that may suggest the candidate:

- Is a potential safeguarding risk
- May damage the reputation of the school or;
- May not uphold the values of the trust.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant. Checks will be carried out by a third-party professional screening partner.

All successful candidates will be treated consistently. The same online search for all successful candidates will be undertaken. The checks will include all open-source information:

- Social and professional networking media
- News and media reports
- Blogs and vlogs
- Information displayed publicly online and by third parties
- Any other relevant open-source information

Right to Work in the UK:

Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:
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Personal Details:			
Title		First Name(s)	
Surname		Date of Birth ¹	
If you have previously been known by another name, please specify:			
Address			
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Home Contact Number:		
	Mobile Contact Number:		
	Email Address:		
National Insurance Number:			
Where did you see this post advertised?			
Disability and Accessibility:			
We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure the shortlisting, selection or interview process is fair in relation to a disability.			
Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.			
Declaration of Relationships:			
Are you related to, or do you have a close personal relationship with, any elected member or trustee or senior officer of Learning Partners, a member of staff or governor of the school or trust?		YES	NO
If YES, please provide below his/her name and role, and state your relationship:			
The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.			

¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE (“Keeping Children Safe in Education”).

Details of Post Applied For:

Name of Academy:

Job Title:

Job Reference Number: (if any)

Please confirm the date you would be able to start work, if successful:

Education and Qualifications:

Please give details starting with the most recent. Please also include any relevant professional qualifications and use a continuation sheet if necessary.

Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

Professional Development:

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Employment History:

Please give details of all **periods of employment** you have undertaken. List the information in reverse chronological order i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving
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Periods When Not Working:

Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1: Present or most recent employer**Referee 2**

Title (e.g. Mr/Mrs)		Title (e.g. Mr/Mrs)	
Name		Name	
Job Title		Job Title	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	
If you do not wish us to contact this referee without your prior agreement, please tick this box: <input type="checkbox"/>		If you do not wish us to contact this referee without your prior agreement, please tick this box: <input type="checkbox"/>	

Declarations:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in the trust's Data Privacy Notice. <https://www.learningpartners.org/11/privacy-statement>

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. If you haven't heard from us for 3 weeks after the closing date, we regret that this usually means your application was unsuccessful.

Retention of Application Forms: As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of one academic year plus six months, after which time they are securely destroyed. If another suitable vacancy arises during that period within the trust which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way: YES NO

Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel. For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male Prefer to self-describe :

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No

Ethnicity: How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	
Any other ethnic group (specify if you wish):	

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