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| **Support Staff Application Form** | |
| ***The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.***  Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. **CVs are not accepted.** | |
| **Post:** |  |
| **Academy:** |  |

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| **Part 1 – Information for Short listing and Interviewing** | | | |
| Initials |  | Surname or Family Name |  |

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| --- | --- |
| **a.** | **Current / Last employment** |

|  |  |
| --- | --- |
| Name and address of employer |  |
| Job Title |  |
| Date of appointment to current post |  |
| Current salary |  |
| Date available to begin new job |  |

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| **b.** | **Full chronological history** |

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title or Position** | **Name and address of employer or description of activity** | **Dates** | | **Reason for leaving** |
| **From (mm/yy)** | **To (mm/yy)** |
|  |  |  |  |  |
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**Please enclose a continuation sheet if necessary**

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| **c.** | **Qualifications** |

**i) Secondary Education & Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications gained with date** |
|  |  |  |  |
|  |  |  |  |
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**ii) Higher Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Addresses of University or College or Awarding Body** | **From** | **To** | **Full or Part-time** | **Courses/subjects taken and passed** | **Qualifications obtained** |
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| **d.** | **Other relevant experience, interests and skills** |
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| **e.** | **Referees** |

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. If you are not currently working with children but have previously done so, then please provide a referee from your most recent employment involving children. Referees will be asked about any current disciplinary offenses relating to children, which may include any in which the penalty is “time expired”, and whether you have been the subject of any child 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Referee** | | | |
| **Title and Name** |  | | |
| **Address and Postal Code** |  | | |
| **Telephone Number** |  | **Email** |  |
| **Job Title** |  | | |
| **Relationship to applicant** |  | | |
| I consent to this reference being requested before interview. | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Second Referee** | | | |
| **Title and Name** |  | | |
| **Address and Postal Code** |  | | |
| **Telephone Number** |  | **Email** |  |
| **Job Title** |  | | |
| **Relationship to applicant** |  | | |
| I consent to this reference being requested before interview. | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | |

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| **f.** | **How to apply** |

**The Application Process:**

* Please ensure that you complete all sections of the application form (Parts 1 and 2).
* Please provide a letter of application, on no more than one side of A4 in accordance with the job details addressed to:

Mrs Jane Blackwood – [recruitment@corbytechnicalschool.org](mailto:recruitment@corbytechnicalschool.org)

Please be aware that if you have not heard from the Brooke Weston Trust within four weeks of the closing date your application has on this occasion, been unsuccessful.

|  |  |
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| **g.** | **Where did you hear about this role?** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | TES Website |  | LinkedIn | |
|  | Teach Northants Website |  | Twitter | |
|  | Brooke Weston Trust Website |  | Facebook | |
|  | School Website |  | Referral from a colleague | |
|  | Indeed |  | Other (please specify) |  |

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| **Part 2** |

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 14 to 16 and question 13 if relevant to the job.

|  |  |
| --- | --- |
| **a.** | **Personal Information** |

|  |  |  |
| --- | --- | --- |
| 1 | Surname or Family name |  |
| 2 | All forenames |  |
| 3 | Title |  |
| 4 | Current Address |  |
| 5 | Postal Code |  |
| 6 | Home telephone number |  |
| 7 | Mobile telephone number |  |
| 8 | Email address |  |
| 9 | Do you have a current full driving license? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| 10 | Do you require sponsorship (previously a work permit)? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No |   If Yes, please provide details separately. |

|  |  |
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| **b.** | **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 Declaration. 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. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

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| **c.** | **Data protection Act** |

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 formwill 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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| **d.** | **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.
4. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.
5. In line with safer recruitment requirements, individuals shortlisted for a role in school will have online checks conducted on their name across social media platforms and google.

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| **e.** | **Declaration** |

I certify that, to the best of my knowledge and belief, all particulars included in my application are 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 paragraph c above, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
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| **f.** | **Signature** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Print your name** |  | | |
| **Signature of Candidate** |  | **Date** |  |

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| **Part 3 – Equality and Diversity Monitoring** |

This section will be separated from part 1 and part 2. 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.

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong to. However, you are not obliged to do so.

Please tick the relevant boxes.

|  |  |  |  |
| --- | --- | --- | --- |
| **White** | **Mixed** | **Asian or Asian British** | **Black or Black British** |
| |  |  | | --- | --- | |  | British (English, Welsh, Scottish, Irish) | |  | Irish | |  | Irish Traveller | |  | Gypsy | |  | Other White Background | | |  |  | | --- | --- | |  | White & Black Caribbean | |  | White & Black African | |  | White & Asian | |  | Other Mixed Background | | |  |  | | --- | --- | |  | Indian | |  | Pakistani | |  | Bangladeshi | |  | Chinese | |  | Other Asian Background | | |  |  | | --- | --- | |  | Caribbean | |  | African | |  | Other Black Background | |
| **Arab** | **Other Ethnic Group** | **Not Stated** |  |
| |  |  | | --- | --- | |  | Arab | | |  |  | | --- | --- | |  | Other Ethnic Group | | |  |  | | --- | --- | |  | Not Stated | |  |

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| --- | --- | --- |
| **What is your gender?** | **What is your personal relationship?** | |
| |  |  | | --- | --- | |  | Male | |  | Female | |  | Not stated | | |  |  | | --- | --- | |  | Single | |  | Living Together | |  | Married | | |  |  | | --- | --- | |  | Civil Partnership | |  | Other | |  | Prefer not to say | | |

|  |  |
| --- | --- |
| **What is your sexual orientation?** | |
| |  |  | | --- | --- | |  | Bisexual | |  | Gay | |  | Heterosexual | | |  |  | | --- | --- | |  | Lesbian | |  | Other | |  | Prefer not to say | |

|  |  |
| --- | --- |
| **What is your religion or belief?** | |
| |  |  | | --- | --- | |  | No religion | |  | Buddhist | |  | Christian (inc. Church of England, Catholic, Protestant and all other Christian denominations) | |  | Hindu | |  | Jewish | | |  |  | | --- | --- | |  | Muslim | |  | Sikh | |  | Spiritual | |  | Any other Religion or Belief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Prefer not to say | |

|  |  |
| --- | --- |
| **Do you consider that you have a disability?** | |
| |  |  | | --- | --- | |  | Yes | |  | No | |  | Prefer not to say |   If yes, please tick the relevant box | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | Physical Impairment | |  | Sensory Impairment | |  | Mental Health Condition | | |  |  | | --- | --- | |  | Learning Disability/Difficulty | |  | Long standing illness | |  | Other | |  | Prefer not to say | | |