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| APPLICATION FORM FOR A SUPPORT STAFF APPOINTMENT **We are committed to safeguarding and promoting the welfare of Children. All sections must be completed in full, in black ink or type. Please refer to the Academy’s Recruitment and Selection Procedure in respect of the process for dealing with incomplete applications.**  **All information will be treated as Confidential.** |

# Part A

Information requested in Parts A and B (pages 1 to 3) will be used for vetting, monitoring and administration purposes**. Parts A & B are detached from the rest of this application form and not seen by those involved in the shortlisting and interview process.** If you are invited for interview, only your name, home contact details and any information provided by you in relation to the declaration below will be disclosed to the interview panel. The panel may wish to explore this with you at your interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied For |  | | |
| Post Reference |  | Application I.D. | (for admin use only) |

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname/Family Name |  |
|  | | | |
| All previous Surnames/Family Names | | |  |
|  | | |  |
|  |  | First Name(s) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Address |  | Home Tel. Number |  |
|  |  |  |
|  | Work Tel. Number |  |
|  |  |  |
|  | Mobile Tel. Number |  |

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

|  |  |
| --- | --- |
| Email Address:  (please indicate if home or work) | Home:  Work: |

# Disclosure Information

|  |  |
| --- | --- |
| The amendmentsto the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?  Yes No | |
| If yes, please specify giving dates: |  |
| Do you hold a DBS Certificate? | Yes No |
| Have you subscribed to the update service? | Yes No |
| If yes:  Please indicate level of check:  Please indicate workforce: | Standard Enhanced  Child Adult Child and Adult Other |
| Have you ever been disqualified under DCCR (Disqualification of Care of Children Regulations 1991)? |  |

# Right to Work

|  |  |
| --- | --- |
| To ensure the Academy complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom. | |
| National Insurance Number: |  |
| Are there any restrictions regarding your right to work in the UK? | Yes No |
| If yes, please give details: |  |

# Declaration of Relationships/Canvassing

|  |  |
| --- | --- |
| If you have any relationship with the Head Teacher, any Governor or employees of the Academy, please state their name(s) and nature of relationship(s). |  |

If you canvass the Head Teacher, Governors or employees of the Academy directly or indirectly for this appointment, or if you fail to declare a relationship, you will be disqualified from appointment, and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

I certify that I am eligible to work in the UK and that if I am appointed, the appointment will be made on the basis that the information I provided was correct. I declare that to the best of my knowledge and belief, all statements contained on this form are correct, and I have not concealed any material facts.

I also understand that providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed to the post, and possible referral to the Police.

I have not and will not canvass anyone in respect of my application for appointment. I also give consent to the lawful processing of personal information and other information I have provided on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

# Part B Recruitment Monitoring Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Position Applied For |  | | |
| Post Reference |  | Application I.D. | (for admin use only) |

**I have considered the questions set out below but do not wish to complete them**

**On what employment basis are you applying for this post?** Full time Part time Job Share

**Gender:** Female Male Prefer not to say

**Marital Status:** Married/Civil Partner Single/Separated/Widowed/Divorced

**Ethnic Origin:**

# A. White

British Irish

Any other white background (Please specify):

# B. Mixed

White & Black Caribbean White & Black African White & Asian

Any other mixed background (Please specify):

# C. Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background (Please specify):

# D. Black or Black British

Caribbean African

Any other Black background (Please specify):

# E. Chinese or other ethnic group

Chinese Other (Please specify):

**Disability:**  Do you consider yourself to have a disability under the terms of the 1995 Disability Discrimination Act i.e. – do you have a physical or mental impairment which has a substantial long-term affect on your ability to carry out normal day to day duties?

Yes No

Are there any adjustments that may be required should you be invited for interview? Yes No

**Age:** 16 - 19 20-24 25-34 35-49 50+

**Sexual Orientation:** Bisexual Gay/Lesbian Heterosexual Prefer not to say

**Religion/Belief:** Christian Hindu Jewish Muslim Sikh Buddhist None

Other (Please state) …………………………… Prefer not to say

# Where did you see this post advertised

Hartlepool Mail Northern Echo HBC Vacancies Bulletin Job Centre

Specialist Publication Sector 1 Website Casual Enquiry Word of Mouth

TES HBC Website Other (Please specify):

**How did you submit your application?**

Post Hand delivered Email E-Form Other (Please specify):………………………

Personal data supplied on this form may be held and/or verified by reference to information already held on computer (Data Protection Act 1998). Information provided by you in this application form will only be used in relation to your application. Once the recruitment process is completed, your form will be stored for a maximum of 6 months and then destroyed. Equal opportunity monitoring data is kept for 5 years to help us monitor our recruitment process. If you are appointed, relevant information will then be taken from this application form and used as part of your personnel record. Completion of this form is taken as acceptance of these conditions.

**PART C APPLICATION FORM**

Information requested in Part C (pages 4 to 8) will be used for shortlisting, interview and assessments by the interview panel. **You must fully complete Part C.**

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied For |  | | |
| Post Reference: |  | Application I.D. | (for admin use only) |

# Present Post (or if not currently employed your most recent employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name and Address |  | **Job Title** | |
|  | **Current Salary** | **Allowances** |
|  | **Date Commenced** | |
|  | **Period of notice required** | |
|  | **Reason for leaving** | |

# Previous Posts (Please list in chronological order and account for any gaps in employment)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers name and address and Post(s) held.** | **Dates of Employment** | | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |

|  |  |
| --- | --- |
| Current Membership of Professional/Technical Body | Grade |
|  |  |

# Relevant Educational, Vocational, or Professional Qualifications

# (most recent first)

|  |  |  |
| --- | --- | --- |
| **Qualification** | **School/College/University**  **attended** | **Date Qualification Obtained and Grade Achieved**  (For a Degree, state whether pass or honours and give Class, Division & Subject, making clear which are main and which are subsidiary) |
|  |  |  |

# Relevant CPD / Training

|  |  |
| --- | --- |
| **Course Information (most relevant first)** Please attach a separate sheet if needed. | **Date Completed** |
|  |  |
| **Current Studies:** Please indicate if you are currently studying, what you are studying, with which institution, method of study, e.g., day release and when you hope to complete your studies and what qualification will be awarded on successful completion. |  |

# How you meet the essential requirements

# Please state clearly how you meet all of the essential requirements listed on the person specification. Please see attached sheet for advice on how to complete this section. The information you provide on this section is a key part of the shortlisting process. This information will contribute to the decision as to whether you will be shortlisted for interview. What skills, abilities, knowledge, competencies and experience do you have which are relevant to the job for which you are applying? Do not attach a CV, as it will not be considered.

If you need more space, or would prefer to submit this information separately then please attach a separate sheet, or sheets of paper.

Please make sure that you write on this form how many additional sheets you have attached and that on each additional sheet you write the Post reference number and your NI Number.

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**Interests outside of work / hobbies**

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| --- |
|  |

# References

You should ensure that you read carefully the information for candidates before you complete this section.

Please give details of two people we can contact to obtain a reference. At least one person must be your current employer or most recent employer. If you are not currently working with children you must include as a referee the employer who most recently employed you in work with children. If studying give details of course tutor. References from relatives or friends are not acceptable. In the interest of Safeguarding and promoting the welfare of Children, the Academy reserves the right to request a reference from your current or most recent employer and any previous employer, regardless of whether or not you have indicated such employers below. If you are currently working with children we will ask your current employer (or your previous employers if you are not currently working with children) about disciplinary offences relating to children, including any in which the penalty is time expired; whether you have been the subject of any child protection concerns, and if so the outcome.

|  |  |
| --- | --- |
| Relationship to Referee:  Name:  Address:  Telephone Number:  Email Address: | Relationship to Referee:  Name:  Address:  Telephone Number:  Email Address: |

If shortlisted we will contact referees. Should you object to any referee, or previous employer being contacted you will be asked for an explanation for this.

**Return your completed application form as instructed in the advertisement or details of the post.**

**Please ensure that you have signed and dated the form on the second page.**

# Information to Candidates

# Information to Candidates

# Candidates

Thank you for applying for a job with our Academy. This information is to help you to understand how our recruitment process works and how to best fill in your application form.

## **A little bit about the information you have received**

* A Job Description: Outlines the purpose of the job and the main duties involved.
* A Person Specification: Lists the essential things an applicant needs to have. This is a key document against which applicants are measured.
* An Application Form: A standard form on which we collect information about you. We use this, instead of a CV, to be more consistent and to receive information we need in the format that we require. If you submit a CV instead of the application form or you do not fully complete the application form but instead simply insert ‘refer to CV’ on the form your application will not be considered.
* Other information: You may have received other specific information about the job, the Academy and the stages of your recruitment process.

### **How our recruitment process works**

A selection panel is formed, made up of not less than two people, usually including the manager of the job. They agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

When we receive application forms, we separate Part A and Part B. Only Part C is given to the selection panel. The panel does not see personal information about you. This is designed to reduce the chances of inadvertent unfair discrimination.

Each panel member then compares the information on Part C of your Application Form with the criteria on the Person Specification. They each read all applications, form their views and determine who will go through to the next stage. If there are a lot of applicants that meet the requirements, the panel will go through the successful pile again, keeping only those who best meet the requirements. References are then asked for and taken up at this point. If you specify on the application form that we cannot contact a referee prior to the interview you will be contacted and asked to explain why, if the reason you give is acceptable we may delay taking up the reference. However, if the reason given is unacceptable or the decision to delay taking up the reference is likely to cause an unacceptable delay in filling the vacant post, you will be contacted to be advised as to whether we intend to request references prior to interview or that your application will not be progressed any further.

Please refer to the additional information for information in respect of the process for dealing with unsuccessful applications.

## **What do we value on Application Forms?**

We are only looking for the things we have listed on the Person Specification. We believe that there are extremely talented teaching professionals in the jobs market.

So, in addition to qualifications we also value other things such as previous job experience, research projects or personal study, voluntary work, social experience or personal life experience. You will be asked to provide original certificates to verify your qualification(s).

## **How to best fill in your Application Form**

###### Post Reference

You will find a box marked post reference on Part A, Part B and Part C. Complete the boxes with the details supplied in your recruitment package. **It is essential that you fill the boxes in as the application is split into separate sections and this allows us to track the application.**

**Application I.D.**

Application I.D. is an internal administration box. You are not required to complete this box.

**General notes**

The selection panel are looking for those candidates who can give real examples of when they have displayed the essential things on the person specification. It is quality, not quantity that is important.

**Do not enclose a CV; we only want information on the application form. CV’s will not be considered.**

Give details of your full employment history and details of all gaps in employment, e.g. to have a family, because of illness, career breaks etc.

Give details of any referees whom we can ask for information about you. If you are employed, include details of your current employer. If you are unemployed, give details of your last employer. If you have never been employed, please give details of a school, college or university tutor.

In the interest of Safeguarding and promoting the welfare of Children, the Academy reserves the right to request a reference from your current or most recent employer and any previous employer, regardless of whether or not you have indicated such employers may be contacted.

Focus on the ‘How you meet the essential requirements’. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and knowledge, and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember, you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc.

Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish.

**How we acknowledge receipt of your Application Form**

Return your completed application form to the Academy as instructed in the advertisement or post details**.** We do not write back to every candidate that forwards an Application Form to us. It will tell you in the information pack how and when you will be informed.

**After recruitment takes place**

Please refer to the additional information for information in respect of the process for dealing with unsuccessful applications.

**Giving you a fair and equal opportunity to work for our Academy**

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

## **Access to employment for disabled people**

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

One of the ways we publicise this commitment is through becoming a Two Tick Disability Symbol User. This standard relates to the way we treat disabled candidates and employees, supporting disabled people to work and stay in work.

Any disabled person who meets the essential criteria on the person specification will be guaranteed an interview.

## **Complaints about the recruitment process**

If you feel you have been treated unfairly, or are unhappy with any part of the recruitment process, we want to know about it! You can make a complaint by contacting the Head Teacher or Chair of Governors.

**Data Protection**

The information you provide on the Application Form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

