

**Application form**

**(Support)**

The School is legally required to carry out several pre-employment checks which are detailed in the Schools Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in the form is required so the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for the position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a complete application form.

Please fill in **all sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

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| **About the role** | | | |
| Role applied for: |  | Grade: |  |

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| **About you** | | | |
| **Title: Mr/Mrs/Miss/ Ms/Dr etc:** |  | **Surname:** |  |
| **First Name(s):** |  | **Any previous names:** |  |
| **Home address:** |  | **Telephone (Daytime):** |  |
|  | **Telephone (Mobile):** |  |
|  | **E-mail address:** |  |
| **Postcode:** |  | **NI Number:** |  |
| **Are you eligible for employment in the UK?** | | Yes No | |

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| **Prohibition from teaching, prohibition from management and disqualification from providing childcare** |
| The School is not permitted to employ anyone to carry out ‘teaching work’ if they are prohibited from doing so. For these purposes ‘teaching work’ includes:   * planning and preparing lessons and courses for students; * delivering lesson to students; * assessing the development, progress and attainment of students; and * reporting on the development, progress and attainment of students.   The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head.  The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of a college/school. This applies to the following positions at the School:   * Head; * Teaching posts on the senior leadership team; * Teaching posts which carry a departmental head role; * Support staff posts on the senior leadership team.   The School is also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’. For these purposes ‘childcare’ includes:   * All supervised activities before during and after school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * Provision for children who are not in our early years provision and who are under the age of 7, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member to the office staff is not considered ‘childcare’ for these purposes.  The declaration at Section 11 of this form therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’, prohibited from being involved in the management of a college/school and or disqualified from providing ‘childcare’. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involved teaching work, is a relevant management role or involve the provision of ‘childcare’ please contact the School HR Department. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.  The School will also carry out a check to determine whether successful applicants for the relevant roles are prohibited from teaching and / or prohibited from involvement in the management of a college/school. Successful applicants for ‘childcare’ roles will be required to complete a childcare disqualification self-declaration form. |

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| **Your current or most recent employment** | |
| **Name of Employer**: | **Job title**: |
| **Employer address**: | **Telephone**: |
| **Salary**: |
| **Additional Allowances**: |
| **Full time / part time**: |
| **Dates from/to**: | **Hours per week**: |
| **Duties and key responsibilities**: | |
| **Reasons for seeking new position/leaving**: | |
| **Period of notice/date available to start**: | |

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet

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| **Previous employment or experience** | | | | | |
| Please provide a full history since leaving full time education starting with the most recent including any education, employment and voluntary work. You must explain any gaps in your work history since you left education (e.g. unemployment, career breaks, voluntary work, travel, etc) *continue on a separate sheet if necessary* | | | | | |
| **Dates**  **(month & year)** | | **Full name and address of school / college / academy / other employer** | **Job title, duties and responsibilities.** | **Reason for leaving** | **Salary on leaving** |
| From | To |
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| **Other employment/work experience** | | | | |
| **Employment / Experience** | **Employer / Location** | **Responsibilities** | **Dates employed**  **Month/year**  **(from-to)** | **Reason for leaving** |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form mustprovide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| Dates (from-to) | Activity |
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| **Education, training and development** | | | |
| **Secondary school/college/university/apprenticeship** *including current studies, with the most recent first* | | | |
| **Name of institution** | **Period of study**  **From/to**  **(month & year)** | **Subject, type of qualification & awarding body (including date of qualification)** | **Qualification / grade** |
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| NB. We reserve the right to contact employers or educational establishments to verify details given |

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| **Continuing Professional Development** | | | | |
| Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post | | | | |
| **Course Title** | **Course Provider** | **Length of course** | **Dates**  **From – To** | **Award / Classification (if applicable)** |
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| **Membership of professional bodies** | |
| Name of professional/technical body | Grade of membership |
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| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied write a statement of your personal qualities, skills and experience that you believe are relevant to your suitability for the post advertised and how you meet the person specification. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc. |
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| **Safeguarding children, young people and vulnerable adults** |
| We are committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment. |
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| **References** |
| Please give details of two referees, one of whom should be our current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. **As this post is subject to a DBS Disclosure, references must cover the previous three years of employment or five years where the employment has involved working with children. If there has been a gap in employment, then a personal reference covering this period from someone who can comment on your ability to the do job is acceptable.** References must not be related to you, or writing solely in the capacity of a friend and must be able to comment on your skills and abilities in relation to the post.  In accordance with Keeping Children Safe in Education we will obtain and scrutinise reverences prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. |
| **I confirm I am happy for you to proceed with references prior to interview: Yes / No d*elete as appropriate)*** |
| If no, please state reason: |

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| **Reference 1:** | **Reference 2:** |
| Full name: | Full name: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email address: | Email address: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have you known them? | How long have you known them? |

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| **Disclosure and Barring service Checks, criminal record and Children’s Barred list** |
| Please be aware that the Schools applies for an Enhanced Disclosure from the Disclosure and Barring Serve (DBS) for all positions at the school which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form, Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for the person to apply to work with children if they are barred from doing so. **The declaration at Section 11 of this form therefore asks you to confirm whether you are barred from working with children.**  The role you are applying for is also exempt from the Rehabilitation Offenders Act 1972 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered “spent”) in order to assess your suitability to work with children, If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions**. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it is have been filtered in accordance with the DBS filtering rules**  Having a criminal record will not necessarily prevent you from taking unemployment with the School. Instead, the School will assess each case on its merits and with reference to the School’s objective assessment criteria set out in the School’s “Recruitment, selection and disclose policy and procedures”. |

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| **Recruitment and use of information** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the Welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School’s ‘Recruitment, selection, and disclosure policy and procedure’ (which includes the School’s ‘Policy on the recruitment of ex-offenders’), and ‘Child protection policy’ is available for download from the Trust’s website. Please take time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personal file for the duration of your employment. If your application is unsuccessful, all documents relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see our information and Records Retention policy for information on how long we keep your personal data. This can be found on our website.  **How we use your information**  Information on how the School uses personal data is set out in the School’s Privacy’s Notice, which can be found on our website. |

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| **How we protect your personal information** |
| We keep on file information from this application form, equal opportunities for and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes. |

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| **Your Declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are turning the form by post. If returning by e-mail, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details. | | | | | | |
| **Name (printed):** |  | | **Contact Number:** | |  | |

**Thank you for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.**

**Please make sure you complete our equal opportunities form.**

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| **Personnel Monitoring Form (Equal Opportunities Form)** | |
| The information provided on this form is for monitoring purposes only and will not be considered as part of the selection process.  Tor Bridge High believe in equal opportunities. Part of this involves ensuring that our recruitment and selection processes are fair, equitable and consistent with the aim of appointing the best person for the job and fulfilling statutory duties relevant to equality and employment.  To make equal opportunities meaningful, it is essential that we monitor the effectiveness of our Policy. We would ask you therefore to complete this form. All information will be treated in the strictest confidence and will not be made available to the selection panel. | |
| **Job Applied for:** |  |
| **Grade :** |  |
| **Closing date:** |  |
| **Where did you find out about the vacancy?** |  |
| **What is your sex?** | **Male/Female?** |
| **How would you best describe your ethnic original (please circle the appropriate letter).** | |
| **a Bangladeshi**  **b Black-African**  **c Black-Caribbean**  **d Black-Other (please specify)**  **e Chinese**  **f Indian**  **g Irish**  **h Pakistani**  **i White-European (including UK)**  **j Other (please specify)** | |
| **Do you consider yourself to be a disabled person? Yes/No**  **If yes, circle which is applicable:** | |
| **A Mobility impairment**  **B Hearing impairment**  **C Slight impairment**  **D Learning difficulties**  **E Other (please state)** | |