** COUNTESTHORPE ACADEMY**

**SUPPORT STAFF APPLICATION FORM**

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| **OFFICE USE ONLY Shortlisted □ Interviewed □ Appointed □** |

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| 1. **Post Details** |
| Post applied for: |

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| 1. **Personal Details** | |
| Surname: | Address: |
| Forename: |  |
| Previous Surnames: |  |
| Title: |  |
| Contact Telephone Number: | Postcode: |
| Date of Birth: | National Insurance No: |
| Email address: | |
| Do you have a current full driving licence?  Yes □ No □ | Do you have use of a vehicle?  Yes □ No □ |

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| 1. **Present Employment (if you are currently not in employment, please leave blank)** | |
| Job title: | Telephone No: |
| Employer’s Name: | May we contact you on this number? Yes □ No □ |
| Address: | Basic pay/grade: |
|  | Allowances |
|  | Date started: |
| Postcode: | Period of notice: |
| Outline of key duties and responsibilities: | |
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| **4a. Experience (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first. Please continue on a separate sheet if necessary** | | | | | |
| Organisation | Role | Salary  (if applicable) | Period From  MM/YYYY | To  MM/YYYY | Reason for leaving |
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| **4b. Please specify all time not accounted for above with dates and reasons:** | | | | | |
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| **5 Summary of Experience, Skills, Knowledge and Competencies:**  Please tell us about your relevant experience, skills knowledge and competencies which you think make you the best person for the job, always referring to the person specification. Continue overleaf or use additional paper if necessary. |
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| 1. **Education** | | | | | |
| Qualification gained or pending. Please state subject (please be prepared to provide evidence at interview). | Grade | | Date Achieved  (MM/YYYY) | School/College/University | |
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| 1. **Membership of Relevant Organisations** | | | | | |
| Professional Body/Association | | Qualification/  Membership Level | | | Dates of Qualification/ Membership (MM/YYYY) |
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| 1. **Relevant Courses/Awards (eg short courses attended/certificates/awards)** | | | |
|  | | Duration | |
| Organising Body | Brief Details of Course/Award | From | To |
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| 1. **Criminal Convictions and Cautions** |
| The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, reprimands, and warnings, for any offence (not just those involving children) which for any other purposes are ‘spent’ under the provisions of the Act. You should disclose in this section all previous convictions, cautions, reprimands and warnings.  Failure to disclose any previous convictions, cautions, reprimands and warnings, could result in dismissal should it be subsequently discovered Any information given either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.  □ I confirm I have no convictions, cautions, reprimands or warnings, or are on the relevant ISA Barred List(s), disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC).  If you do have any criminal convictions, cautions, reprimands or warnings, or are subject to sanctions imposed by the General Teaching Council (GTC), please give details in a sealed envelope marked private and confidential and attach this to your application form. |

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| 1. **Disability/Health Conditions** |
| Countesthorpe Academy encourages people with disabilities to apply for jobs. This means that Countesthorpe Academy is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.  **The Equality Act 2010 defines disability as:**  **‘*A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.’***  Please see notes of guidance for further clarification of this definition.  **I consider myself: □ Disabled □ Non-Disabled**  Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application:  □ Interview information in audio format □ Wheelchair-accessible location for  □ Interview information in large print format interview and tests if applicable  □ Sign language interpretation or other □ Car parking space for interview  assistance with communication at interview □ Induction loop in interview room  □ Facility for personal carer, assistant or other person to accompany you at interview  Please specify any other support which you would like to be made available on the day: |
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| 1. **Data Protection Act** |
| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.  When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by Countesthorpe Academy for the purposes of equality monitoring, compiling statistics and maintaining other employment records. |

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| 1. **Interview Arrangements** |
| Please indicate below any dates when you would not be available to attend for interview: |
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| 1. **References** | |
| 1. Name: | 2. Name: |
| Address: | Address: |
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| Postcode: | Postcode: |
| Email address: | Email address: |
| Telephone No: | Telephone No: |
| Title/Position: | Title/Position: |
| Relationship to applicant: | Relationship to applicant: |
| One of your references should be your present or most recent employer.  As this post has been designated as a ‘regulated activity’, it will be necessary for both referees to be approached before the interview. | |

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| 1. **Declaration** |
| I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand the falsification of a qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.  By signing this form I agree to Countesthorpe Academy using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.  I also confirm that I have not directly or indirectly approached an employee or Governor of Countesthorpe Academy to support me in making this application, as this would disqualify me as a candidate.  I understand that if I don’t tell you about any relationships with any employees or a Governor of Countesthorpe Academy, or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings as detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.  I also understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If you are applying online you will be required to bring a signed application form with you to the interview.* |

**This form and its accompanying guidance notes are available in alternative formats or you can apply online at:**

**www.countesthorpe.org.uk**