

Aspire | Commit | Succeed

**APPLICATION FOR A SUPPORT STAFF APPOINTMENT**

Title of Post:  
  
Closing date for completed form:

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| --- |
| Where did you see this post: |

**Please return form to:** [**hr@alperton.brent.sch.uk**](mailto:hr@alperton@brent.sch.uk)

When could you take up duties if appointed:

**Please read carefully all instructions before completing this form.**

**We are unable to acknowledge applications. If we have not contacted you within 14 days of the closing date you can assume that your application has been unsuccessful.**

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| **Part A – Personal Details** | | | | |
| Title | |  | | |
| First Name | |  | | |
| Surname | |  | | |
| Address | | | | |
|  | | | | |
|  | | | | |
| Postcode | | | | |
| Address for correspondence (if different from above) | | | | |
|  | | | | |
|  | | | | |
| Postcode | | | | |
| Telephone | Day | | Evening | Mobile |
| Email |  | | | |
| If applicable, do you need a work permit to work in this country? Yes  No  | | | | |

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| If you have a work permit, please state if there are any limitations / conditions / expiry date on the work  permit. | | | | | | | | | |
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| National Insurance No. |  |  |  |  |  |  |  |  |  |
| Please indicate if you have a disability you want the school to take into account.  Yes  No  | | | | | | | | | |
| Please outline what assistance (if any) you need during the recruitment and selection process e.g. a  signer. | | | | | | | | | |
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| **Part B – Education and training – 1. Secondary Education** | | | | |
| Details of secondary / further education. Please list all schools, colleges, etc. which you have attended. | | | | |
| Name of establishment  (school, college, etc.) | Qualification gained & Subject | Grade | Dates | |
| From | To |
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Please continue on a separate sheet if necessary. You will be asked to provide original proof of relevant qualifications if you are interviewed.

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| **Part B – Education and training – 2. Higher Education / Qualifications** | | | | |
| Details of higher education / qualifications. Please list all colleges, universities etc. which you have  attended. | | | | |
| Name of establishment  (school, university, etc.) | Qualification gained & Subject | Grade  / Class | Dates | |
| From | To |
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| **Part B – Education and training – 3. Other qualifications** | | | |
| Name of professional body | Was membership gained by  examination | Membership  grade | Date |
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| **Part B – Education and training – 4. Relevant In-Service Courses** | | |
| Details of all relevant in-service courses attended. | | |
| Course | Qualifications gained  (if applicable) | Dates |
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| **Part C – 1. Present or most recent employment** | | | | | | |
| Name and address of employer | | | | | | |
|  | | | | | | |
| Postcode | | | | | | |
| Tel. no. |  | | Fax. No. | |  | |
| Post held |  | | | | | |
| Date started |  | Until |  | | | |
| Basic Salary |  | | | | | |
| Key roles / achievements | | | | | | |
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| 2. | | | | | | |
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| 3. | | | | | | |
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| Reason for leaving | | | | | | |
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| **Part C – 2. Full employment history (most recent first)** | | | | |
| Name and full address of employer  (including telephone no.) | Date of employment | | 1. Position  2. Salary | Reason for leaving |
| From  DD.MM.YY | To  DD.MM.YY |
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| Tel. |  |  |  |
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Please continue on a separate sheet if necessary.

Have you ever been dismissed by an employer? Yes  No 

**Details**

**Part D – Experience / Relevant Skills / Further Information**

Use this section to show how you meet all of the short listing criteria for the job as set out in the person specification, drawing on all aspects of your education, training and experience, including paid or unpaid employment, voluntary work, and home responsibilities.

Short listing will be conducted only on the basis of written applications. It is therefore essential that all applicants, both internal and external, should complete this section of the application form.

Please continue on a separate sheet if necessary.

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| **Part E – Verification of Employment** | | | |
| Please give names and addresses of two people who can provide employment references. One referee  should normally be your current employer. | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Position held |  | Position held |  |
| Address  Postcode |  | Address  Postcode |  |
|  |  |
|  |  |
|  |  |
| Tel. No. |  | Tel. No. |  |
| Fax. No. |  | Fax. No. |  |
| Email |  | Email |  |
|  Please tick this box if you do not wish the school to approach your present employer until, and if, a  firm offer of employment has been made. The school normally takes up references if you have been shortlisted. Please note that we reserve the right to approach any of your previous employers for references if necessary. | | | |

**Criminal Convictions**

By law, spent convictions must be disclosed. Would you please give details of any criminal convictions

(not including minor traffic offences). If you have no convictions please write ‘NONE’.

**Declaration**

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984. I have also understood and complied with the provisions concerning the disclosure or criminal convictions.

Failure to disclose information or providing deliberate false information to support your application or

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| canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify  you from appointment or if appointed will render you liable to dismissal without notice. | | | |
| **Name** |  | | |
| **Signature** |  | **Date** |  |



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**ADDITIONAL DECLARATION OF INFORMATION**

**CONFIDENTIAL**

To be completed by all applicants. Please complete in type or black ink.

**Personal Details**

A check on the possible existence and content of a criminal record will normally be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement on this document to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, because we are a school and you will be working in an environment with children and young people we are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) sets out details of all jobs to which this applies and the job you have applied for is included in that list.

**Please give details of ALL convictions, cautions, bind overs, reprimands, or warnings (whether spent or not).**

**Criminal Records Bureau**

The Criminal Records Bureau is an executive agency of the Home Office and helps employers check records which were previously held by the police, the Department of Health and the Department for Children, Schools and Families. Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied will necessitate an Enhanced Disclosure. These are for positions with a greater degree of contact with children or certain vulnerable adults, like social workers and teachers, for example. They contain all the information given on a Standard Disclosure plus relevant non-conviction information held at local levels.

Have you ever been subject to any sort of investigation by an employer? Yes  No 

If you have answered ‘yes’ to this question, please give details on a separate sheet.

Please supply details of activities involving contact with children and vulnerable adults outside the work environment (eg. sports coach, scout leader etc.). Please continue on a separate sheet if necessary.

|  |
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| Please use the extra space below to provide any additional details that you did not have space for whilst filling out the form. |
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| **Declaration** | |
| I agree, if I am selected for this appointment, to an application being made to the Criminal Records  Bureau for an Enhanced Disclosure concerning myself.  I also consent to ACS carrying out other appropriate checks with the Criminal Records Bureau if it so wishes. | |
| **Name** (please print) | |
| **Signature** | **Date** |



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**Recruitment Privacy Notice**

**Policy Statement**

We are Alperton Community School. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

* your name and contact details (i.e. address, home and mobile phone numbers, email address);
* details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
* information regarding your criminal record;
* details of your referees;
* whether you are related to any member of our workforce; and
* details of any support or assistance you may need to assist you at the interview.
* information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*

Following shortlisting stage, and subject to making a final confirmation of employment

* confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
* information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
* your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
* medical check survey to indicate fitness to work;\*\*
* a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
* if you are a teacher, we will check the Teacher Regulation Agency (part of the Department of Education) about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
* equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

\*\*Reasonable adjustments to enable you to undertake the duties required of the role.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), Teacher Regulation Agency and the Home Office, during the recruitment process.

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

* to assess your suitability for the role you are applying for;
* to take steps to enter into a contract with you;
* to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
* so that we are able to monitor applications for posts in the school to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on the type of information. For further detail please see our Data Retention Policy.

If you are unsuccessful we will hold your personal data only for **six months**, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

**Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data. Individuals also have the right, in certain circumstances, to:

* Object to the processing of their personal data
* Have inaccurate or incomplete personal data about them rectified
* Restrict processing of their personal data
* Object to the making of decisions about them taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of their data protection rights

If an individual want to exercise any of these rights then they should contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance.

An individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)