

| **APPLICATION FOR SUPPORT STAFF POSITION** |
| --- |
| **Position Applied For:** |  |

| **Name:** |  |
| --- | --- |

**FOR OFFICE USE**

| **Date Received:** |  |
| --- | --- |

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

| We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We must therefore obtain a Disclosure and Barring Service (DBS) certificate for all successful candidates.  |
| --- |

**GUIDANCE NOTES**

| Please complete ALL sections of the application form.You may wish to continue some of your answers on a separate sheet. Please make sure any additional sheets have your name on them and which section they relate to.Return the application form to recruitment@whickhamschool.org |
| --- |

**PERSONAL DETAILS**

| **Surname:**  | **First Name(s):** | **Title:** |
| --- | --- | --- |
|  |  |  |
| **Former Surname: (if applicable)** |  |
| **Address: (including Postcode)** | **Contact Telephone Numbers:** |
|  | **Home:** |  |
| **Work:** |  |
| **Mobile:** |  |
| **National Insurance Number:** |  |
| **Email Address:** |  |
| **Do you need permission to work in the UK?** | **YES / NO** |

**PRESENT / MOST RECENT EMPLOYMENT**

| **Employer:** |  |
| --- | --- |
| **Job Title:** |  |
| **Address: (including Postcode)** | **Date appointed:** |  |
|  | **Current / Latest Salary:**  |  |
| **Salary Scale & Point:** |  |
| **Notice Period Required:** |  |
| **Date Left if applicable:** |  |

**YOUR CURRENT ROLE**

| **Please summarise your current role:** |
| --- |
|  |

**MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL QUALIFICATIONS**

| **Date obtained:** | **Name of Body / Qualification:** | **Class / Grade of Membership:** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**EDUCATION, TRAINING AND QUALIFICATIONS**

*Please give full details in chronological order (most recent first) of all qualifications you have obtained from school, college and university.*

| **Name & Address of School / College / University:** | **Dates Attended: (From/To)** | **Subject:** | **Qualifications: (including grades / class of diploma, degrees etc.)** | **Dates Obtained:** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**WORK RELATED COURSES / TRAINING/ PROFESSIONAL DEVELOPMENT**

*Please give details of any training/ professional development you have completed which is relevant to this post.*

| **Date Attended:** | **Length of Course:**  | **Organising Body:** | **Course Title / Subject:** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PREVIOUS EMPLOYMENT**

*Please give full details in chronological order (most recent first) of all positions held (including part time and voluntary posts)*

| **Dates: (From & To)** | **Job Title:** | **Employer Name, Address & Tel No:** | **Salary:** | **Brief Outline of Duties:** | **Reason for leaving:** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**MOTIVATION & SUITABILITY FOR THE POST**

*Please give a detailed statement (Max 2 sides) which may be followed up at interview, regarding your motivation and suitability for the position as advertised. This should include:*

1. *why you have applied for this post;*
2. *using the person specification, please give examples of how you can demonstrate you meet the requirements of the role;*

|  |
| --- |

**INTERESTS AND LEISURE ACTIVITIES** *(including any extracurricular activities you could contribute in)*

|  |
| --- |

**CANDIDATES WITH DISABILITIES**

| **Do you consider yourself to have a disability?** | YES / NO |
| --- | --- |
| **Do you require any special arrangements if shortlisted for interview?** | YES / NO |

**GENERAL**

| Do you hold a current full driving licence? | YES ☐ NO ☐ |
| --- | --- |
| Do you have regular use of a vehicle? | YES ☐ NO ☐ |
| You are required to declare below any relationship with or to an employee or Governor of the Trust.Please state name and position:       |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | YES ☐ NO ☐ |
|       |
| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. |

**MEDICAL**

| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination |
| --- |

**REFEREES**

Please provide details of two referees below who may be contacted without further notice. Friends and relatives are NOT acceptable referees. One of the referees must be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The school reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

|  | Referee 1 (Your current/most recent employer) | Referee 2 |
| --- | --- | --- |
| **Title (e.g. Mr, Mrs, Miss)** |  |  |
| **Name:** |  |  |
| **Position & their relationship to you:** |  |  |
| **Organisation:** |  |  |
| **Address:** |  |  |
| **Tel:** |  |  |
| **Email:** |  |  |

**DECLARATION**

| I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful, and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the school. |
| --- |
| **SIGNED:** |  | **DATED:** |  |

|  **DISCLOSURE OF CRIMINAL CONVICTIONS FORM** |
| --- |

*This document must be completed and returned with your application form.*

| **REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975**The school is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception 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. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance> If you are invited to attend an interview, you will be required to disclose, on a separate form, all information about any convictions or cautions that are not protected, and you may be asked to discuss this during your interview. If you are subsequently employed by the school and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal or disciplinary action being taken by the school. During your employment with the school, should you be arrested, you are obliged to notify the Headteacher or your line manager of this immediately (even if all charges are dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Successful candidates will also be required to complete a declaration in respect of the disqualification from childcare requirements.*Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs 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.*Car parking or speeding offences may be discounted. |
| --- |
| Have you ever been convicted of a criminal offence?*(Please place an X in the relevant box)* | **YES** |  | **NO** |  |
| If **YES**, please give details of any criminal offence for which you have been convicted including type of offence, date of conviction and subsequent sentence. |

**DECLARATION**

| I declare that the above response is, to the best of my knowledge, correct. |
| --- |
| **Signed:** |  | **Dated:** |  |

| **EQUAL OPPORTUNITIES MONITORING FORM** |
| --- |

*This document must be completed and returned with the Application Form*

| Whickham School is committed to the principle of equality in employment. This form will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. |
| --- |

**PLEASE MARK THE RELEVANT BOXES AND USE CAPITAL LETTERS WHERE APPLICABLE**

| **Gender:** |
| --- |
| (a) | Male |  | (b) | Female |  |
| (c) | Other/ Prefer not to say |  |  |  |  |

| **Age:** |
| --- |
| (a) | 16 – 24 |  | (b) | 25 – 34 |  | (c) | 35 – 44 |  |
| (d) | 45 – 54 |  | (e) | 55 - 64 |  | (f) | 65+ |  |
| (g) | Prefer not to say |  |  |

| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below. |
| --- |

| **Do you consider yourself to have a disability?** |
| --- |
| Yes |  | No |  | Prefer not to say |  |
| Is there any information that we need in order to offer you a fair selection interview/process? |

| **Please indicate your sexual orientation:** |
| --- |
| Heterosexual |  |  | Prefer not to say |  |
| Gay |  |  | Other (please state below) |  |
| Lesbian |  |  |  |
| Bisexual |  |  |
|  |  |  |  |  |

| **Which ethnic group do you most identify with? Please choose one section for (a) to (e), and tick the appropriate box.** |
| --- |
| **(a)** | **WHITE** |  | **(d)** | **BLACK OR BLACK BRITISH** |
|  | British |  |  | Caribbean |  |
|  | Irish |  |  | African |  |
|  | Any other white background |  |  | Any other black background |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
| **(b)** | **MIXED** |  | **(e)** | **CHINESE OR OTHER ETHNIC GROUP** |
|  | White & Black Caribbean |  |  | Chinese |  |
|  | White & Black African |  |  | Other Ethnic Group |  |
|  | White & Asian |  |  |  |  |
|  | Any other mixed background |  |  |  |  |
|  |  |  | **(f)** | Prefer not to say |  |
|  |  |  |  |  |  |
| **(c)** | **ASIAN OR ASIAN BRITISH** |  |  |  |  |
|  | Indian |  |  |  |  |
|  | Pakistani |  |  |  |  |
|  | Bangladeshi |  |  |  |  |
|  | Any other Asian background |  |  |  |  |
|  |  |  |  |  |  |

| **Please indicate your religious background:** |
| --- |
| Buddhist |  |  | Christian |  |
| Hindu |  |  | Jewish |  |
| Muslim |  |  | Prefer not to say |  |
| No religious background |  |  | Other (please state below) |  |
|  |  |  |  |  |

| **Where / how did you hear about this vacancy? (Please tick)** |
| --- |
| TES Website |  | School Social Media post |  |
| DfE Website |  | University |  |
| Gateshead Council Website |  | Internal Applicant |  |
| Jobs in Schools NE Website |  | Other (please state) |  |