**CONFIDENTIAL**

# SUPPORT STAFF APPLICATION FORM

**Please use black ink/print when completing this form**

**Data Protection Act:** This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance.

**1.**

Application for the post of:

**2.**

|  |  |  |
| --- | --- | --- |
|    |  First Names  |   |

 Last

 Name

|  |
| --- |
|   |

 Title Any Previous Last Names

|  |
| --- |
|     Post Code:  |

 Address

|  |  |  |
| --- | --- | --- |
|   |  Evening tel. no.  |   |

 Daytime tel. no.

|  |
| --- |
|   |

 Email:

Please note: Your email address will be used to acknowledge receipt of your application. If you have not received an acknowledgment before the closing date/time of the vacancy, please contact the school.

1. **Education** (Secondary, Further / Higher)

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment (name and town)  | From  | To  | Qualifications / Grade / Date awarded  |
|   |   |   |   |

1. **Job related training** (include membership of professional institutes, vocational and non-vocational courses)

|  |  |  |  |
| --- | --- | --- | --- |
| Institute / Courses studied  | From  | To  | Standard or level achieved and date awarded  |
|   |   |   |   |

1. **Outside interests and hobbies**

|  |
| --- |
| Please provide a brief description of your outside interests and hobbies  |
|      |

1. **Employment history**

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

 **Current employer**

|  |
| --- |
|  |

Employer’s name / dept.

|  |
| --- |
|  Postcode  |

 Address

|  |  |  |
| --- | --- | --- |
|   | Date appointed  |   |

Post held

|  |  |  |
| --- | --- | --- |
|   | Grade (if applicable)  |   |

Salary

|  |
| --- |
|   |

Other allowances

|  |
| --- |
|  |

 Notice period

**Previous *experience*** *(most recent employer first).* ***Please include details of gaps in employment here.***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and type of business  | Post held  | Date  | Reason for leaving  |
| From Month Year  | To Month Year  |
|   |   |   |   |   |   |   |
|   |   |  |  |  |  |  |
|   |   |  |  |  |  |  |
|   |   |  |  |  |  |  |
|   |   |  |  |  |  |  |

1. **Reasons for applying for this post**

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|   |

1. **Statement in support of application**

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performance, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

1. **References**

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

|  |  |  |
| --- | --- | --- |
|   | Position  |    |

Name

|  |
| --- |
|  Postcode:  |

Address

|  |  |  |
| --- | --- | --- |
|   | Email:   |   |

Daytime tel. no.

|  |  |  |
| --- | --- | --- |
|   | Position  |    |

Name

|  |
| --- |
|  Postcode  |

Address

|  |  |  |
| --- | --- | --- |
|   |  Email:   |   |

Daytime tel. no.

**10. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”.** The amendments to 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 on the Disclosure and Barring Service website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Please complete the following questions, taking into account the DBS filtering guidance.

|  |  |  |
| --- | --- | --- |
|  |  **NO**  |  |

Have you ever been convicted of any criminal offences, warned or reprimanded or

been officially cautioned in relation to any such offence? **YES**

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

|  |  |  |
| --- | --- | --- |
|  |  **NO**  |  |

Are you included in any list of people barred from working with children by the

Disclosure and Barring Service (DBS) or the Teaching Agency? **YES**

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

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**PLEASE NOTE;**

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.

* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.

* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**

* Copies of the County Council‘s policy on the employment of ex-offenders, the DBS Code of Practice and

the school’s policy on criminal records checks are available on request.

* With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the

Disclosure number and issue date and retain this on your personnel record and on its computerised

personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by the DBS Code of Practice which does not allow for the photocopying and retention of the full DBS Disclosure certificate.

|  |
| --- |
| **Billing Brook School employees must not allow personal and/or private interests to influence their conduct as employees.****In particular Billing Brook School requires all applicants (and existing employees) to inform Billing Brook School if they have any other current employment and also if they, their partners or close relatives have an interest in a private enterprise. If Billing Brook School considers that there is conflict of interest (as a result of information disclosed) you will not be considered for employment. Non disclosure of a possible conflict of interest could also result in any employment being terminated.*****Please detail any such information below.*** |

1. **DECLARATION OF INTEREST IN PRIVATE ENTERPRISE / CODE OF CONDUCT**
2. **Where did you see the advertisement for this post?**

|  |
| --- |
|   |

1. **Further information and declaration**

|  |  |  |
| --- | --- | --- |
|   | **NO**  |   |

 Do you hold a full UK driving licence?   **YES**

|  |  |  |
| --- | --- | --- |
|   | **NO**  |   |

 Would you have use of a car for work?   **YES**

|  |  |  |
| --- | --- | --- |
|   | **NO**  |   |

Would you require sponsorship (previously a work permit) to take up this post **YES**

|  |
| --- |
|   |

National insurance number

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Northamptonshire Children’s Services Department, or a governor or senior employee of a school maintained by this Authority or Billing Brook School **YES/NO** If YES, please state the nature of the relationship and the name of the County Councillor, senior member of Northamptonshire Children’s Services Department or governor or senior employee of the school.

|  |
| --- |
|     |

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

|  |  |  |
| --- | --- | --- |
|   |  Date  |   |

Signature of Candidate

*March 2016*

# Equalities Monitoring Form (Confidential)

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

BILLING BROOK SCHOOL

|  |
| --- |
|   |

**Post applying for:**

|  |
| --- |
|   |

**Name:**

|  |  |  |
| --- | --- | --- |
|  |  I do not wish to disclose my age  |   |

**Age:**

|  |  |  |
| --- | --- | --- |
|  |  Male  |   |

**Gender:** Female

|  |  |  |
| --- | --- | --- |
|   |  British  |   |

**Nationality:** Irish

|  |  |  |
| --- | --- | --- |
|   |  Other EU Country  |   |

Other Non EU Country

 **Ethnicity:**

Please indicate your ethnic origin:

**A White B Mixed C Asian & Asian British**

|  |
| --- |
|   |

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| --- |
|   |

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|   |

 British White & Black Caribbean Indian

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|   |

 Irish White & Black African Pakistani

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|   |

 Other White background \* White & Asian Bangladeshi

|  |
| --- |
|   |

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|   |

|  |  |
| --- | --- |
|   |    |
| **D Black & Black British**  | **E Chinese or other group**  |

 Other Mixed background \* Other Asian background \*

|  |
| --- |
|  |

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| --- |
|  |

I do not wish to disclose my ethnic origin to Billing Brook School

 Black Caribbean Chinese

|  |
| --- |
|  |

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| --- |
|   |

|  |
| --- |
|  |

 Black African Other

**\*** Please indicate any other ethnic background:

|  |
| --- |
|  |

 Other Black background \*

*Continued**overleaf*

**Sexual Orientation:**

 Please indicate your sexual orientation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Heterosexual  |   | Transsexual  |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Gay  |   | Lesbian  |   |

|  |
| --- |
|   |

 I do not wish to disclose my sexual orientation to Billing Brook School

**Faith:**

Which religion do you most identify with?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Christian |   | Baha’i |   | Buddhist |  |
|  | Jewish |   | Hindu |   | Jain |  |
|  | No Religion |  | Muslim |  | Sikh |  |
|  | Other (Please specify) |  |  | Rather not say |  |

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

|  |
| --- |
|  |

Do you consider yourself to have a disability?

|  |  |  |
| --- | --- | --- |
|   | Yes  |   |

No I do not wish to disclose my disability data to Billing Brook School

**Thank you for completing this form.**

**The above information will not be shared with the selection panel prior to interview.**

**This information will be retained, confidentially, and used for payroll / monitoring purposes.**

**Completed forms should be submitted either with your application form (if applying direct) or emailed to Head@bbrook.co.uk**