

**Employment Application Form: Support Staff**

**Witchford Village College**

***The Morris Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

|  |  |
| --- | --- |
| **Vacancy Job Title** |  |

|  |  |
| --- | --- |
| **Name of Candidate:** |  |

**Part 1: Information for Shortlisting and Interviewing**

|  |
| --- |
| **Letter of Application** |
| Please enclose a letter of application detailing your skills and experience and how you match the person specification |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Education/Training: University or College** | | | | | | | |
| **University / College** | **Dates**  **From To** | | **Qualification &Title** | **Subject(s)** | **Class of Degree** | | **Date Awarded** |
|  |  |  |  |  |  | |  |
| **Education Secondary + Post 16** | | | | | | | |
| **School / College** | **Dates**  **From To** | | **Qualification**  **Or Course** | **Subjects** | | **Grades for EACH**  **subject** | |
|  |  |  |  |  | |  | |

|  |  |
| --- | --- |
| **Current/Most Recent Employment** | |
| **Name of Employer:** |  |
| **Address of Employer:** |  |
| **Nature of company business:** |  |
| **Job Title:**  Please give brief description of role |  |
| **Date of appointment:** |  |
| **Salary**: |  |
| **Date of leaving, or date left** |  |
| **Date available to begin new job** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full Chronological Employment History**  Please provide a full history in date order, most recent first, including any **Voluntary Work** or **Work Experience** | | | | | | |
| **Job Title/Role** | **Name/address of school, employer, or description of activity** | **Number on role & type of school** | **F/T or PT** | **Dates** | **DD/MM/YY** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Please continue employment history on a separate sheet if necessary**

|  |  |  |
| --- | --- | --- |
| **Periods when not working or not in education** | | |
| **From**  **DD/MM/YY** | **To**  **DD/MM/YY** | **Reason** |

|  |
| --- |
| **Other relevant experience, interests or skills** |
|  |

|  |
| --- |
| **References** |
| * Please provide two professional referees. If in education this must be the Head Teacher * If you are not currently working with children please provide a referee from your most recent employment involving children. * Referees will be asked about disciplinary offences which may include any in which the penalty is “time expired” if related to children. Referees will also be asked whether you have been subject to any child protection concerns, and if so, the outcomes of any enquiry. * References will not be accepted from relatives or from people writing solely in the capacity of friends. * It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. |

|  |
| --- |
| **PROFESSIONAL REFEREE 1** |
| **Name of Referee:** |
| **Job Title:** |
| **Organisation & Address (including postcode)** |
| **EMAIL ADDRESS – this must be supplied** |
| **In what capacity do you know the referee?** |
| **If the referee would know you by any other name please give details?** |

|  |
| --- |
| **PROFESSIONAL REFEREE 2** |
| **Name of Referee:** |
| **Job Title:** |
| **Organisation & Address (including postcode)** |
| **EMAIL ADDRESS – this must be supplied** |
| **In what capacity do you know the referee?** |
| **If the referee would know you by any other name please give details?** |

I consent to this reference being requested before interview

Reference 1: Yes:  No:  Reference 2: Yes:  No:

Page is intentionally blank

Part 2

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | | | |
| **Surname or family name** |  | | | | | | | | |
| **All previous surnames** |  | | | | | | | | |
| **Title** |  | | | | | | | | |
| **All forenames** |  | | | | | | | | |
| **Preferred first name** |  | | | | | | | | |
| **Address** |  | | | | | | | | |
| **Post Code:** |  | | | | | | | | |
| **Mobile Number** |  | | | | | | | | |
| **Home Number** |  | | | | | | | | |
| **Email** |  | | | | | | | | |
| **National Insurance Number** |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Right to work in the UK** | | | |
| Are you eligible to work in the UK? | Yes:  No: | | |
| Do you need a work permit to work in the UK | Yes:  No: | If Yes, date your current work permit expires |  |
| Do you require Sponsorship to work in the UK? | Yes:  No:  If Yes please provide details under separate cover | | |

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on the DBS Certificates and cannot be taken into account. Guidance on the filtering of ‘protected’ cautions and convictions which do not need to be disclosed by the job applicant can be found on the **Disclosure and Barring Service website.**

If you are invited to interview you will be required to disclose your criminal record on an ‘Invitation to Interview’ form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulation position” under the Criminal Justice & Courts Services Act 2000.

**Prohibition from Teaching**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

**Data Protection**

The information collected on this form will be used in compliance with the Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the Trustees, Governors, to occupational health, to the Teachers Pensions Agency, the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this information form will be retained as part of your personnel file.

If you are unsuccessful in securing the role you have applied for, we may consider your application for alternative roles across the Trust’s schools. This will only be in the six months before records are destroyed

**Notes**

* Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
* Canvassing, directly or indirectly, an employee, Trustee or Governor will disqualify the application.
* Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
* This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**Declaration**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with Data Protection, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant**:**

Print Name:

Date:

This page is intentionally blank

**Part 3 Equality and Diversity Monitoring**

This section will be separated from Part 1 and Part 2.

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the General Data Protection Regulation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethnic Group** |  | | | Please Tick: | |
| White | British English Welsh Northern Irish Scottish | | |  | |
| Irish | | |  | |
| Irish Traveller | | |  | |
| Gypsy | | |  | |
| Other White background | | |  | |
| Mixed | White and Black Caribbean | | |  | |
| White and Black African | | |  | |
| White and Asian | | |  | |
| Other Mixed background | | |  | |
| Asian or Asian British | Indian | | |  | |
| Pakistani | | |  | |
| Bangladeshi | | |  | |
| Chinese | | |  | |
| Other Asian background | | |  | |
| Black or Black British | Caribbean | | |  | |
| African | | |  | |
| Other Black background | | |  | |
| Other Ethnic Group | Arab | | |  | |
| Other: write in | | |  | |
| Prefer not to say |  | | |  | |
| **Religion** | | √ | **Disability. Do you consider that you have a Disability?** | | √ |
| Christian (including Church of England, Catholic, protestant and all other Christian denominations) | |  | Yes (please complete the grid below | |  |
| No | |  |
| Buddhist | |  | Prefer not to say | |  |
| Hindu | |  | *My disability is:* | | Pl indicate |
| Jewish | |  | *Physical impairment* | |  |
| Muslim | |  | *Sensory impairment* | |  |
| Sikh | |  | *Mental health condition* | |  |
| Any other religion write in: | |  | *Learning disability/difficulty* | |  |
| No Religion | |  | *Long standing illness* | |  |
| *Other* | |  |
| Prefer not to say | |  | *Prefer not to say* | |  |

|  |  |
| --- | --- |
| **Sexual Orientation** | √ |
| Bi-sexual |  |
| Gay man |  |
| Gay woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Gender** | √ |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Personal relationship** | √ |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |