 

**Employment Application Form: Support Staff**

*The Trustees of Zest Academy Trust are committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. **CVs are not accepted.**

|  |  |
| --- | --- |
| **Where did you hear about the vacancy** |  |

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

**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

**1. INITIALS SURNAME OR FAMILY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. SUPPORTING STATEMENT:** Please enclose a separate letter detailing how you fulfil the person specification

**3. PRESENT / LAST APPOINTMENT**

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address (employer)** |  |
| **Telephone number (employer)** |  |
| **Job title** |  |
| **Date appointed to current post** |  |
| **End date of appointment** *if applicable* |  |
| **Salary** |  |
| **Date available to start** |  |
| **Notice period** |  |

**4. FULL CHRONOLOGICAL HISTORY**

Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, **explanations for periods not in employment or education/training**, and reasons for leaving employment.

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title or Position** | **Name and address of school, other employer or description of activity** | **Number on roll and type of school** | **F/T**  **or P/T** | **Dates** | | | | **Reason for leaving** |
|  |  | (if applicable) | **From** | | **To** | |  |
|  |  |  | **Mth** | **Yr** | **Mth** | **Yr** |  |
|  |  |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
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| **3** |  |  |  |  |  |  |  |  |
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| **4** |  |  |  |  |  |  |  |  |
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| **5** |  |  |  |  |  |  |  |  |
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| **6** |  |  |  |  |  |  |  |  |
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***Please enclose a continuation sheet if necessary***

**5. SECONDARY EDUCATION & QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualification** | **Date gained** |
|  |  |  |  |  |

**6. HIGHER EDUCATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Names and Addresses of University or College and/or University Education Department** | **Dates** | | **Full or Part-time** | **Courses/subjects taken and Passed** | **Qualification** | **Date of Examination** | **Age Groups for which Trained** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |

**7. PROFESSIONAL COURSES ATTENDED**

**Please list relevant courses attended in the past 3 years.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
|  |  |  |  |

**8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**9. REFERENCES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent employer or equivalent person. 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 relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |
| **Reference type** | **Character: Employer:** |
| **May we contact this referee prior to interview:** | **Yes: No:** |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |
| **Reference type** | **Character: Employer:** |
| **May we contact this referee prior to interview:** | **Yes: No:** |

**10. SPECIAL REQUIREMENTS**

**Do you have a disability? YES/NO**

The Trust and Governing Body adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.

|  |  |
| --- | --- |
| **Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?** | **Yes No**  If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc). |

**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. If you are called to interview you may be asked about the answers you have given to questions 15 to 19 and question 14 if relevant to the job.

**11. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name** |  |
| 1. **All previous surnames** |  |
| 1. **All forenames** |  |
| 1. **Title** |  |
| 1. **Current Address** |  |
|  |
|  |
| 1. **Postcode** |  |
| 1. **Resident at this address since** |  |
| 1. **Home telephone number** |  |
| 1. **Mobile telephone number** |  |
| 1. **Date of birth** |  |
| 1. **Email address** |  |
| 1. **DfE reference number** *if applicable* |  |
| 1. **National Insurance Number** |  |
| 1. **Do you have a current full driving licence?** | **Yes No** |
| 1. **Did you qualify as a teacher after May 1999?** *If applicable* | **Yes No**  If Yes, in which school was induction completed? |
| 1. **Have you ever been subject to a child protection investigation by your employer or the General Teaching Council or Independent Safeguarding Authority?** | **Yes No**  If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview. |
| 1. **Do you require sponsorship (previously a work permit)?** | **Yes No**  If YES please provide details under separate cover. |
| **18. Are you related to or have a close personal relationship with any pupil, employee, or governor?** | **Yes No**  If YES give details separately under confidential cover. This will not be opened unless you are called to interview. |

**12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

If you are offered the post, you will be required to complete a “Disclosure of Criminal Record” form .The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, 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 “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

**13. GENEARL DATA PROTECTION REGULATIONS 2018**

The information collected on this form will be used in compliance with the General Data Protection Regulations 2018.By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the General Data Protection Regulations 2018.  The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This formwill 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, the form will be stored for a maximum of seven months then destroyed.  If you are employed as a result of this recruitment process, then this application form will be retained as part of your personnel record.

*Waterloo Primary Academy is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory three-year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act.*

**14. NOTES**

(a) 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”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) 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.

(d) You will receive no further communication unless selected for interview. If you have therefore not been contacted within two weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

**15. 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 paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service check to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the UK.

**Signature of Applicant:**

**Print Name:**

**Date:**

**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 Data Protection Act.

**Ethnic Group** *Workforce*

*Census Code* *Please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian  or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black  or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | *Write in:* |  |
| Prefer not to say | REFU |  |  |

**Religion** **Disability**

Please tick Do you consider that you have a disability? *Please tick*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion  *write in* |  |
|  |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes *Please complete the grid below* |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: *Please tick* | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

**Sexual Orientation** *Please tick*

|  |  |
| --- | --- |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

**Gender** *Please tick* **Personal relationships** *Please tick*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |