

Application Form

Support Post

Confidential

Details of Post Applied For

Name of School

Position Applied For

Job Reference Number (if any)

Candidate Reference Number

Personal Details

Title

Last Name

First Name

Middle Names

Previous name (if applicable)

Date Of Birth

Address

Contact Details

Contact Number (e.g. mobile)

Home Number

Email Address

Please state your notice period or confirm the date you would be able to start work, if successful

National Insurance Number

Do you currently have the right to work in the UK?

If yes and you have a work permit, give date it expires:

If no, please specify your circumstances below:

Employment History
Please give details of **all period of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first).

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[illegible]

Gaps in Employment

Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From	Date To	Reason

Referees

One of these should be your present or most recent employer. Please do not name relatives or people acting solely in their capacity as friends as referees.

Referee 1		Referee 2	
Title		Title	
Name		Name	
Occupation		Occupation	
Employer Name		Employer Name	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee		In what capacity do you know the referee	

Referees will be contacted should you be shortlisted. If there is a specific reason why this would not be possible, please state here:

Education and Qualifications Please also include any relevant professional qualifications.

[illegible]

Professional Development

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Name of Institution	Course Title	Dates Attended		Award (if any)
		From	To	

Current Membership of Professional Bodies

Please give details of any relevant professional bodies to which you belong.

Name of professional body	Membership Status	Date Membership Commenced

Interests and Activities

Please provide details of any relevant interests or activities

Supporting Statement

You are invited to provide further information in support of your application. Please refer to the job specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application
- Career aims and aspirations

Where did you find this Vacancy?

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Equality Monitoring Form

We will select applicants on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of our Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The information in this form will not be shared with the selection panel. However, if you do not wish to complete the Equality Monitoring Form please tick box below.
Thank you.

I do not want to complete this Equality Monitoring Form ☐

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Nationality	
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Gender	
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Age Group	
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Disability	
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Reasonable Adjustments to the Shortlisting Process
We welcome applications from disabled candidates. Please indicate here if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Ethnicity	
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Religion	
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Marital Status	
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Sexual Orientation	
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Declarations	
Please declare any spent, unspent or pending convictions, cautions, bindovers or criminal proceedings that are not 'protected' as defined by the Ministry of Justice, please do not include youth cautions, reprimands or warnings. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offences(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.	
Please answer the following questions:	Please answer YES or NO below:
Have you ever received a conviction, caution or bind-over (excluding those outlined above)	
Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. Teaching Agency)	
It is a criminal offence for barred individuals to seek, or to undertake, work with children or vulnerable adults. If you have answered YES to either of the above questions, the hiring establishment will require further details. Please contact them directly for instructions.	

Declaration of Relationships		Please answer YES or NO below:
Are you related to or have a close personal relationship with any elected member or senior officer of the Local Authority, County Council or Group Board or a member of staff or governor of the appointing establishment?		
If yes, please provide below his/her name and role, and state your relationship:		
I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.		☐

Disqualification	Please answer YES or NO below:
I consider this post exempt with regards to these regulations	
Have you ever been cautioned, reprimanded, given a warning for or convicted of an offence against a child?	
Have you ever been cautioned, reprimanded, given a warning for or convicted of any violent or sexual offence against an adult?	
Have you ever been cautioned, reprimanded, given a warning for or convicted of any offence under the Sexual Offences Act?	
To the best of your knowledge, is anyone in your household disqualified from working with children under the Childcare (Disqualification) Regulations 2009?	
If you answered yes to the above question, have you applied for a waiver via Ofsted?	
If you have been granted a waiver, you will be required to provide evidence of this to the employing school	
Date of waiver	

Waiver detail

Declaration of Right to work
below:

Please answer YES or NO

Do you have any restrictions on your right to live or work in the UK?

If yes, please provide further details:

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