



## Application Form for Employment Support Staff

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. Please note CVs will only be considered when accompanied by a completed application form.

<b>Application for the post of</b>	
<b>Position Ref No</b>	

### Your details

Title	
Forename	
Surname	
Previous names	
Address	
Postcode	
Telephone number	
Email address	
NI Number	

### How would you like us to contact you about your application?

	Yes	No
By phone		
By email		
By post		

### Eligibility to work in the UK

	Yes	No
Are you eligible to work in the UK?		
Do you require sponsorship to take up this position?		

### Teachers only

Teaching Ref No		
Date of qualification		
Have you completed an induction period as a Newly Qualified Teacher/Early Careers Teacher?	<b>Yes</b>	
	<b>No</b>	

### Employment History

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

Name of Current/Last Employer:	Start date of employment:
Address:	End date of employment:
	Job title:
	Salary / Grade:
Period of Notice:	Reason for leaving:
Brief description of responsibilities:	

**Previous Employment**

Name of Employer: Address:	Start date of employment:
	End date of employment:
	Job title:
	Salary / Grade:
Reason for leaving:	
Name of Employer: Address:	Start date of employment:
	End date of employment:
	Job title:
	Salary / Grade:
Reason for leaving:	
Name of Employer: Address:	Start date of employment:
	End date of employment:
	Job title:
	Salary / Grade:
Reason for leaving:	
Name of Employer: Address:	Start date of employment:
	End date of employment:
	Job title:
	Salary / Grade:
Reason for leaving:	

**Gaps in employment history**

Please give details of any gaps in your employment history, including dates and the reason for the gap.

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**Qualifications and Training**

Secondary Education				
Name of School/College	From	To	Qualification	Grade

**Training and Development**

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

Name of College/University/Other	From	To	Qualification/Grade obtained	Awarding Body

**Professional Memberships/Qualifications**

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

Name of Professional Body	Qualification/Membership and Date

**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post and person specification including personal qualities and experience – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

**Referees**

Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

<b>Referee one: This referee must either be your current or previous employer</b>					
If you are invited for interview, may we approach this referee without further reference to you?	<table border="1"> <tr> <td><b>Yes</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>No</b></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Yes</b>	<input type="checkbox"/>				
<b>No</b>	<input type="checkbox"/>				
Name	<input type="text"/>				
Job title	<input type="text"/>				
Email	<input type="text"/>				
Address	<input type="text"/>				
Post Code	<input type="text"/>				
Relationship to you	<input type="text"/>				

Telephone number	
Email address	

<b>Referee two:</b>	
If you are invited for interview, may we approach this referee without further reference to you?	<b>Yes</b>
	<b>No</b>
Name	
Job title	
Email	
Address	
Post Code	
Relationship to you	
Telephone number	
Email address	

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage?	<b>Yes</b>
	<b>No</b>
If yes, please let us know what access requirements you may have.	

**Declarations & Checks**

**1. Declaration of Relationships**

Are you related to, or have a close personal relationship with any current employee or School Governor?	<b>Yes</b>
	<b>No</b>

If yes, please state their name and the position they hold:

Name	
Position	

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

## **2. Prohibition Checks**

Following successful interview, the School will carry out the necessary prohibition checks for all staff

## **3. Criminal Record Checks**

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

## **4. Childcare Disqualification Requirements**

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All shortlisted candidates whose role would involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

## 5. Safeguarding

The School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

**Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

A copy of School Child Protection Policy is on our website at

<https://primarysite-prod-sorted.s3.amazonaws.com/brooklandjuniorschoollondon/UploadedDocument/04e56684-a655-4e52-ab8a-0c8d0e42d242/child-protection-and-safeguarding-policy-sept-2021.pdf>

## Data Protection

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise Brookland Junior School to check the information supplied and hold all such information in both paper and electronic formats.**

If you are successful in your application, you will be asked to sign this declaration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Guidance Notes

## 1. How to complete your application

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

## 2. What are selection criteria

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

## 3. Working in the UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

## 4. Current or most recent employment

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

## 5. Qualifications & Training

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

## 6. Supporting statement and achievements

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

**7. Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

**8. Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the School alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

**Checklist**

**Before you submit your application, please check that you have:**

**Commented [Jud1]:** Please ensure you also send with your application pack your child protection policy and recruitment of ex offenders policy

Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job.	
Read through your application form and make sure that you have filled out all the parts that we have asked you to.	
Given clear, step-by-step examples of your skills, abilities, knowledge, and experience.	
Attached additional information if you have run out of space.	
Kept a copy of your completed application form and Job Description and Person Specification.	
Completed and returned in a separate envelope (as indicated on the form) the Equal Opportunities Monitoring form.	
Made sure that your application form will be received by the closing date.	

**What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Applications via email are welcome, but if you wish to post your completed application form and Equal Opportunities Monitoring Form they need to be sent in separate envelopes to:**

Ms Jenny Ayles  
Head teacher  
Brookland Junior School  
Hill top NW11 6 EJ]

**If you are sending your form in the post, please ensure that you attach the right amount of postage.**