

# Support Staff Application Form Guidance



## INTRODUCTION

The Application Form asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be a risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools.

This application form means that it is possible to avoid unlawful or unfair discrimination. These include discrimination on the grounds of sex, race, religion, disability, age and sexuality, but also discrimination for reasons that are not related to the ability to do the job.

**You must complete all parts of the application form. CVs will not be accepted in place of the application form; neither will an application form that simply refers to an enclosed CV. You should also include a letter with your application form outlining your suitability for the post based on the job description/person specification.**

## POST APPLIED FOR

This might have already been completed for you. If not, please complete yourself.

## PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

## CURRENT EMPLOYMENT

Please give us the details of your current employer. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here.

## PREVIOUS EMPLOYMENT

It is very important that you list your previous employment in chronological order. All employment, including self-employment, part-time and temporary jobs and unpaid employment must be included.

## EDUCATION AND QUALIFICATIONS

Make sure that you give all of the information needed. This should include qualifications and training that, whilst not essential, are useful and relevant to the job.

## LEISURE INTERESTS

This is your opportunity to describe any interests or experiences that could be relevant to the post for which you are applying for.

## MEMBERSHIP OF PROFESSIONAL BODIES

Please give details of any memberships you may hold with professional bodies (e.g. Institute of Chartered Secretaries). Please also provide details of your involvement with these bodies.

## TRAINING AND DEVELOPMENT

This is your opportunity to describe any training courses, seminars, special projects and personal development courses that could be relevant to your application. You need also to mention how you have put these to use in your current and previous employment.

## **REFERENCES**

References will be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Head Teacher if you are currently employed in a School.

The 'Status' of each referee would be, for example, 'current employer'. Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

We may request further information if referees do not provide the required information.

## **FROM WHICH SOURCE DID YOU LEARN OF THIS VACANCY?**

Your answer to this will help us to identify how best to target applicants for similar posts in the future.

## **ARE YOU A RELATIVE OR PARTNER OF ANY EMPLOYEE OR GOVERNOR OF THE SCHOOL?**

We need to know this in order to ensure a fair selection process. If you are related to anyone at the School, then we will avoid asking your relative or partner to be part of the selection process.

## **HAS SOMEONE COMPLETED THIS FORM ON YOUR BEHALF?**

Please let us know whether you have completed this form yourself or someone else has completed this form. Note that your certification that the information is correct will be valid whether or not the form has been completed by you.

## **I CERTIFY THAT THE INFORMATION GIVEN IS CORRECT TO THE BEST OF MY KNOWLEDGE**

Your application will not be considered unless you sign this paragraph. For email applications you should type your name in the signature box.

## GENERAL INFORMATION TO CANDIDATES

### **CRIMINAL RECORDS CHECK**

From 1<sup>st</sup> December 2012, the Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the school are now branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure and Barring Service (DBS). The DBS will provide a report to you and to the school on whether you have any history of criminal convictions, including cautions and bind overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

### **HEALTH ASSESSMENT CHECK**

If you are appointed you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

### **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

### **COMPLAINTS PROCEDURE**

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.