

Support staff Job Application Form

Identifying No:

Part 1

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in Brine Leas Confidential Personnel. This ensures that your application is dealt with objectively. Please complete ALL sections of this application form, regardless of whether or not you are submitting a CV for additional information, however you should not include any equal opportunities information on your CV.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personnel information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Brine Leas School in accordance with the Act.

Title of job applied for

Title of job applied for:

Personal Details

Mr/Mrs/Miss/Ms/Dr First Names: Known as: Surname: Previous Surnames: Address: Post Code: Are you applying for this vacancy as a job share?: Yes No

Telephone Numbers

Home: Work: Mobile: E-mail address: May we contact you at work? Yes No How can we contact you? Telephone/E-mail/Mobile

DIVERSITY

We are committed to equality of opportunity for every one. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Sex:	Male	Female
Marital Status:	Married <input type="checkbox"/>	Not Married <input type="checkbox"/>
Date of Birth:	Age:	
Ethnic Origin:	How would you describe your ethnic origin?	
White	English, Scottish, Welsh, Northern Irish	<input type="checkbox"/>
	Irish (Republic of)	<input type="checkbox"/>
	Any other white background (please state)	
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	Any other Mixed background (please state)	
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any other Asian background (please state)	
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other Black background (please state)	
Chinese or other	Chinese	<input type="checkbox"/>
Ethnic group	Any other background (please state)	



Disability: The Disability Discrimination Act of 1995 and the Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is “People with disabilities and/or protected characteristics are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to have a disability or a protected characteristic under the Equality Act 2010, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes No

If you are shortlisted please let the school know of any specific modifications that you may require.

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. Note – Brine Leas Recruitment Policy requires references to be provided by current line managers for internal candidates. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. either letter, e-mail, should you be shortlisted.

Present/most recent employer

Previous employer/other

Organisation: _____ Organisation: _____

Name: _____ Name: _____

Role in Organisation: _____ Occupation: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Phone No: _____ Phone No: _____

E-mail: _____ E-mail: _____

In what capacity does the referee know you?

In what capacity does the referee know you?

Employer/former employer

Employer/former employer

Colleague/former colleague or manager
but the reference is given on a personal basis

Colleague/former colleague or manager
but the reference is given on a personal basis

Personal

Personal

If the referee knows you by a different name please state: _____

***If you have not had previous employment, please provide details of another referee.**

Reference requests will only be made if you are selected for interview. Please tick the box if you do not want us to contact your referees without your prior agreement. However, as this job is working within Children's Services, please note all references will be taken up prior to interview.

Please do not contact my present/most recent employer:

Recruitment Monitoring

Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one):

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**Support staff Job Application Form
Part 2**

This section of form to be detached prior to shortlisting.

Application for the post of:

Surname:

Initials:

Education and training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses. Please note you will be required to produce relevant evidence of qualifications attained.

Secondary education (name and town of school)	Dates from/to	Subject or Course	Qualifications gained	Grade attained
Education and training after school (name and town of college/university)				

Other information

Additional skills e.g. languages, sign language, keyboard skills.

Do you have a valid driving licence?

Yes No

If yes, please state type of licence: _____

Current/Most Recent Appointment

Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
	Reason For Leaving: e.g. additional hours/promotion
Permanent or Temporary contract:	Notice required:

Main Responsibilities

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Job related training

Brief details and dates of any training courses attended, excluding further education.

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Current memberships of institutions/professional bodies

Please state level of membership, i.e. Graduate, Fellow and membership number.

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Employment History

(Most recent employment first)

Name of Employer, type of Business and job title

Start date & date of leaving

Duties

Please specify reason for leaving

Please provide an explanation, including dates, for any gaps in your employment history:

Relationship to Governors or employees

If you have any personal relationship to any employee of Brine Leas School, or to a School Governor, please give their name and relationship. This does not stop a Governor or employee giving a reference. (Any approach to Governors or other employees to influence a selection decision will disqualify you).

If Governor: Name _____ Relationship _____

If Employee: Name
Relationship
Work location
Their present job

Supporting information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet

Activities and interests away from work, which may be relevant to the job applied for.

Have you any unspent convictions? If so please give details

If between the completion of this application form and taking up a job with Brine Leas School you are convicted of a criminal offence you must inform Brine Leas School of this.

The Rehabilitation of Offenders Act (only complete this section if instructed to do so on the job description and Person Specification enclosed with this form)

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2 ½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any unspent convictions? Yes No
If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

Disclosure and Barring Service

Successful applicants will be asked to apply for a Disclosure and Barring Service (DBS) check from the DBS Office.

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure process can be found at www.disclosure.gov.uk

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed:

Date: