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|----------------------------------------|--|
| <b>FOR OFFICE USE</b><br>Candidate No: |  |
|----------------------------------------|--|

## **SUPPORT STAFF APPLICATION FORM**

### **CONFIDENTIAL**

**Please use black ink and write clearly or type**

Post Applied For:

Job Ref No.

School:

Are you applying for this post on a Job-Share basis?    Yes    ☐    No    ☐

### **PERSONAL DETAILS**

Title:

Surname or Family Name:

Any Former Name(s):

First name(s):

Home Address:

Home Telephone:

Daytime Telephone:

Mobile Telephone:

E-mail address:

### **PRESENT OR MOST RECENT POST**

|                 |            |
|-----------------|------------|
| Post Held:      |            |
| Main duties:    |            |
| Date appointed: | dd/mm/yyyy |
| Date left:      | dd/mm/yyyy |

|                                       |                                                                                         |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Name and Address of School/ Employer: | Current Salary + any additional payments:                                               |
| Postcode:                             | Reason for Leaving:                                                                     |
| Telephone Number:                     | Notice required to present Employer:                                                    |
| National Insurance No:                | Can we contact you at work?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

**DETAILS OF RELEVANT PROFESSIONAL REGISTRATIONS (where applicable for the role)**

Please complete in full where your role requires membership and registration of a professional body is required.

|                                                                    |  |
|--------------------------------------------------------------------|--|
| Name of Professional Body (e.g. HCPC)                              |  |
| Reference Number for Professional Body where required for the role |  |
| Date of Joining                                                    |  |
| Date of Renewal                                                    |  |

**DETAILS OF ALL PREVIOUS EMPLOYMENT (including all gaps in employment)**

Please complete in chronological order with the most recent first.

Enter details of **all** your work experience **including** periods of non-employment, unpaid, voluntary work and study. It is important that any gaps in your work history are fully explained on the form.

| Name and Full Address of Employer | Details and Nature of Work/Activity Giving Grade and Salary if applicable | Dates           |               | Reason for leaving |
|-----------------------------------|---------------------------------------------------------------------------|-----------------|---------------|--------------------|
|                                   |                                                                           | From (dd/mm/yy) | To (dd/mm/yy) |                    |
|                                   |                                                                           |                 |               |                    |
|                                   |                                                                           |                 |               |                    |

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## **DETAILS OF EDUCATION AND QUALIFICATIONS**

| Details of educational history – most recent first. Please list all schools, colleges, universities etc. which you have attended. | Course Studies | Qualifications level (if obtained) | Dates           |               |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------|-----------------|---------------|
|                                                                                                                                   |                |                                    | From (dd/mm/yy) | To (dd/mm/yy) |
|                                                                                                                                   |                |                                    |                 |               |
|                                                                                                                                   |                |                                    |                 |               |
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|                                                                                                                                              |  |  |  |  |
| Please attach additional sheets if necessary. You will be asked to provide original proof of relevant qualifications if you are interviewed. |  |  |  |  |

**OTHER COURSES / TRAINING UNDERTAKEN (WHICH ARE RELEVANT TO THIS JOB APPLICATION)**

| Course/Training | Date<br>(dd/mm/yy) | Organising Body |
|-----------------|--------------------|-----------------|
|                 |                    |                 |

## **REFERENCES**

### **DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER**

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used.

|                                               |            |
|-----------------------------------------------|------------|
| Full name of present or most recent employer: |            |
| Address:                                      | Telephone: |
| Postcode:                                     | E-mail:    |

May we contact your present/most recent employer for a reference straight away?

Yes ☐ No ☐

Please note: If NO, it is our practice that references are sought once a candidate is shortlisted. Therefore, would you like us to notify you beforehand?

Yes please ☐ No, that is not necessary ☐

|                                              |                 |
|----------------------------------------------|-----------------|
| Other referee (preferably another employer): |                 |
| Address:                                     | Telephone:      |
|                                              | E-mail:         |
| Postcode:                                    | Fax:            |
| Capacity in which known to you:              | Daytime Tel No. |

**Please note:** We reserve the right to approach **any** of your previous employers for references if necessary.

## **DISABILITY ADJUSTMENTS**

Do you require any additional assistance from us in order to be able to attend the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.)

Yes ☐ No ☐

If yes, please give details:

## **DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

The School is required, by law, to operate a checking procedure for employees who have access to children and young people, and if you are shortlisted for interview you will be required to complete a self-disclosure form and return it to the school prior to the day of the interview.

All shortlisted applicants must complete a self-disclosure form, and if you have ever been the subject of any child protection concern, either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation to child protection, including any which are time expired, you must provide the details on the form.

## **REHABILITATION OF OFFENDERS ACT 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at <https://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## **DBS DISCLOSURE**

The Disclosure and Barring Service, an executive agency of the Home Office, helps employers check records, which were previously held by the police, the Department of Health and the Department for Education.

A check as to the existence and content of a criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Different levels of disclosure can be provided, according to the type of work applied for.

### **The job for which you have applied necessitates an Enhanced disclosure.**

Enhanced disclosures are for positions which have contact with children or vulnerable adults or work in a "specified place." They contain details of all convictions, cautions, reprimands or warnings on record. The list of people who are barred from working with children (formerly called List 99) will be checked as part of this process.

In the event of a successful application, an offer of employment may be made to you which is conditional upon receipt of a satisfactory Enhanced Disclosure and Barring

Check in relation to criminal and child protection matters. **Please note that a conviction will not necessarily be a bar to obtaining employment.**

☐ **By checking this box, I hereby confirm that I agree, if I am selected for the appointment, to a check being made on any criminal record applicable to me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.**

### **DBS UPDATE SERVICE**

If you use the DBS Update Service please confirm so by checking this box ☐

### **IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 (UPDATED 2021)**

The Governing Board will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 (Updated 2021).

☐ **By checking the box, I hereby confirm that I am legally entitled to work in the UK and that I will provide documentary evidence of this entitlement when requested.**

### **DRIVING LICENCE DETAILS**

*Only answer if a car driving licence and/or use of a car is a requirement of this post.*

Do you hold a current, full, valid driving licence? Yes ☐ No ☐

If required would you be prepared to provide a car for work use? Yes ☐ No ☐

### **PERSONAL RELATIONSHIPS**

Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post such as a school employee or governor, or with a Councillor, employee, or Senior Officer of Croydon Council?

Yes ☐ No ☐

If Yes, please give name(s) of relevant person(s) and the relationship(s):

☐ **By checking this box, I understand that seeking to unfairly influence any Councillor, governor or employee of the School/ Croydon Council will make my application unacceptable.**



## **ONLINE SEARCH**

The employer reserves the right to conduct an online search of all shortlisted candidates.

## **GENERAL DATA PROTECTION REGULATION AND DATA PROTECTION ACT 2018:**

The personal information submitted by you on this application form and in any accompanying documents will be used by the School and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the School against a legal challenge to the fairness of the selection process from any interested party. If you are successful, all the data gathered in the recruitment process will be transferred to your personal file and retained during the time of your employment. If you are unsuccessful, we will destroy all the recruitment and selection data about you after a maximum period of 12 months. The only exception to this would occur were we to fill a post with a migrant worker, in which case, we will retain unsuccessful recruitment paperwork for the duration of the employment of the migrant worker. This is a statutory requirement under UKVA legislation.

The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

Our Recruitment Privacy Notice has more information about how we use your data in the recruitment process.

☐ By checking this box, I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

**If you decline to give your consent as requested above the School/LA will be unable to consider your application for employment.**

## **DECLARATION**

I confirm that the above information and all attachments and additional sheets provided by me is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed, then you may be liable to be summarily dismissed. You may also be reported to the Police, if appropriate.

I acknowledge that it is my responsibility, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable groups.

Name:

Signature:\*

Date:

**Please indicate how many additional sheets you have enclosed if submitting a hard copy.**

***\*If submitting electronically and you are unable to sign, if you are invited to attend an interview you will be asked to sign the form at that point.***

**Please remember - As part of the application process, you must also:**

- provide a written statement demonstrating how you meet the criteria of the person specification
- submit the Equal Opportunities Monitoring Form