



SUPPORT STAFF APPLICATION FORM

Please use black pen when completing this form				
Application for the post of				
Advertised at school				
Applicant's details				
Last name				First name
Any other last names				Title
Address				
				Postcode
Day time contact no.				Evening / Mobile no
Email address				
Education and qualifications				
Secondary / further education				
Establishment (Name & town)	Dates		Qualification / Grade / Date awarded	
	From	To		
Job related training				
Institute / courses studied	Dates		Standard or level achieved and date awarded	
	From	To		



Current employer				
Employers name				
Address				
			Postcode	
Post held		Date appointed		
Salary		Grade		
Other allowances				
Notice period				
Previous experience (most recent employer first)				
Please include details of gaps in employment here				
Employer's name and type of business	Post held	Date		Reason for leaving
		From (MM/YY)	To (MM/YY)	
Reasons for applying for this post				



Statement in support of application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.





References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

Present employer	Other
Name	Name
Position	Position
Address	Address
Tel No (inc. STD code)	Tel No (inc. STD code)
Fax No	Fax No
Email address	Email address
Occupation	Occupation

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent". The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 on the Disclosure and Barring Service website :

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Please complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	YES	NO
If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.		
Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the Teaching Regulation Agency (TRA)?	YES	NO



If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Please note

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service (previously CRB)**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- Copies of the County Council's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 .(the Data Protection Legislation) The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority

YES

NO

If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

Nature of relationship

Where did you see the advertisement for this post?



Further information and declaration			
Do you hold a UK driving licence (circle applicable)		YES	NO
Do you have the use of a car for work		YES	NO
Would you require sponsorship (previously a work permit) to take up this post		YES	NO
National insurance number			
I hereby confirm that the information I have given above is true. I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.			
Signature of Candidate		DATE	
Privacy notice			
The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School. The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the School to comply with a legal obligation. The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee. You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy. You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.			

CONFIDENTIAL





Equality Monitoring Form

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.

This information will be treated confidentially and will not be used in any part of the selection process.

Name of School:	MILFORD-ON-SEA CE PRIMARY SCHOOL		
Post applied for:			
Last name:		First name:	
Date of Birth:			

Gender Identity

How would you describe your gender identity?

Female		Male		Transgender (M-F)	
Transgender (F-M)		Intersex		Gender neutral	
Non-binary or you choose to define your gender in another way					

Sexual Orientation

Please indicate your sexual orientation.

Heterosexual (straight)		Gay woman / Lesbian		Bisexual	
Gay man		Other		Prefer not to say	

Nationality

British		Irish	
Other EU country		Other non-EU country	

Ethnicity

Please indicate your ethnic origin.

British		White & Black Caribbean		Indian	
Irish		White & Black African		Pakistani	
Other white background		White & Asian		Bangladeshi	
Caribbean		Other Mixed background		Other Asian background	
African		Chinese		I do not wish to disclose my ethnic origin to HCC	
Other Black background		Any other background			

*Please indicate any other ethnic background:



Disability

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability?

Yes		No		I do not wish to disclose my disability data to HCC	
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Thank you for completing this form.

Please return in a sealed envelope with your application form stating your name, post applying for and the School/ Children's Centre.

The above information will not be shared with the selection panel prior to interview.

This information will be retained, confidentially, and used for monitoring purposes.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.