

Job Application Form - School Support Staff posts (aps/19)

Please read the Guidance Notes carefully before completing this form.

Once completed, please return your application form to:

Section 1 - About the job you are applying for

Job title	
Job reference number	
Name of School or employer	
Closing date	

Section 2 – Personal Information

Title	
First name	
Surname	
Preferred name	
Any former names (in full)	
Address	
Town/ City	
County	
Postcode	
Email address	
Phone number - Mobile	
Phone number - Daytime	
Phone number - Evening	
National Insurance number	
Please indicate your payroll number, if you are already an employee of a LA	

(Local Authority) maintained, academy or free school:	
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Section 3 - Flexible working

Are you applying to do this job on a part time / job share basis?	Yes		No	
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If yes, please indicate the details of what hours/days per week you wish to apply for

Section 4 - How you meet the selection criteria

Please use the space below to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, expanding on the information provided elsewhere in this application form.

You should indicate any special areas of teaching and give clear examples of your previous responsibilities and achievements. Your examples could come from paid or unpaid work or other activities that you have undertaken that you feel are relevant to the job you are applying for.

You can use this section to include other information about why you want the job and anything else you wish to say.

If you are handwriting your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

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Section 5 - Work and other relevant experience

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g., voluntary work, care of children or other relatives etc., whether you feel these are relevant to the post you are applying for).
- Photocopy these pages if you need to, to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.

Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g., to care for relatives, accepted voluntary redundancy, etc.)

Date from:	
Date to:	
Name and address and type of school / establishment:	
Salary details:	
Job title:	
Brief description of role:	
Reason for leaving:	

Date from:	
Date to:	
Name and address and type of school / establishment:	
Salary details:	

Job title:	
Brief description of role:	
Reason for leaving:	

Date from:	
Date to:	
Name and address and type of school / establishment:	
Salary details:	
Job title:	
Brief description of role:	
Reason for leaving:	

Date from:	
Date to:	
Name and address and type of school / establishment:	
Salary details:	
Job title:	
Brief description of role:	
Reason for leaving:	

Section 6 - Qualifications and training

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview, so please **do not send any supporting evidence in now**.

Further information will be sent to you should you be invited to interview.

Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)

Date Awarded (MM/YYYY)	Examination type (GCSE's, AS/A Level, Other)	Subject/s	Grade achieved

Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)

Date Awarded (MM/YYYY)	Qualification and examining body	Subject/s	Pass level or grade

Please explain any gaps in your Education and Employment history

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Section 7 - Other relevant qualifications or training

Please detail any other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence/s

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Please detail your personal interests and hobbies (if relevant to the post applied for)

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Section 8 - Declarations

Entitlement to Work in the UK

To comply with the Immigration, Asylum and Nationality Act 2006 and additional amendments (effective from 1st January 2021 – [New immigration system: what you need to know - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/new-immigration-system-what-you-need-to-know) and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK.

We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

Suffolk County Council operates a policy of equal opportunities. Your current immigration status will not be considered when assessing your application against the selection criteria for the post.

Are you currently eligible to work in the UK?	Yes		No	
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If yes, are there any conditions attached?	
If no, what type of permit do you require?	

Canvassing

Canvassing of councillors, school governors or senior employees of Suffolk County Council by you or on your behalf is strictly forbidden and may invalidate your application.

Please indicate here if you are related to any councillor, school governor or senior employee of Suffolk County Council, giving their name (and school or directorate if known). Please state 'none' if appropriate.

Section 9 - Transferrable service

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you, please provide:

Date continuous service commences:	
Name of organisation:	

Section 10 – References

Please give the names and contact details of **at least two referees** who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five-year period**.

References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is possible.

Please note it is normal practice to take up references before an interview. Only in exceptional circumstances will we not do so and Suffolk County Council operates a policy of open references.

This means that you may read any references received in relation to you, on written request.

Please provide details of additional referees on a separate sheet if necessary.

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First Reference

Name	
Address	
Job title or occupation	
Name of organisation or school	
Telephone	
Email	
Type (Employer/ Educational/ Personal)	

Second reference

Name	
Address	
Job Title or Occupation	
Name of school or organisation	
Telephone	
Email	
Type (Employer/ Educational/ Personal)	

Section 11 - Health

Please provide information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process to facilitate your application

Section 12 - Criminal declaration

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (amended in 2013, 2020 and 2023) advise 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 on the Ministry of Justice website. Shortlisted candidates will be asked to declare details of all unspent convictions and those that would not be filtered, before 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 and Barring Service before your appointment is confirmed.

Section 13 - My Statement

By signing and dating below this statement:

I confirm that:

- I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct.

I consent to:

- the school carrying out checks and using the information provided from the checks and this application form when deciding my suitability to work with or be in regular contact with children
- the school carrying out online checks as part of the due diligence checks on shortlisted candidates
- the school to carry out checks and use the information from the declaration and consent form and third-party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to decide my suitability
- the school carrying out online status checks using the DBS Update Service as and when required
- the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

I understand that:

- the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

- it is an offence to make a statement that is false or misleading in an application for registration
- giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.
- the details of my application including my personal data will be stored in the school's archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants) in line with the retention schedule of the school you are applying to.
- the personal data in this form will be handled in line with data protection legislation and processed for one or more of the following reasons permitted in law:
 - you have given the school your consent
 - the school must process it to comply with our legal obligations
 - the school need to process the data for legitimate interests.

More information on how the school will use your data and the legitimate interests is in the school's privacy notice for job applicants, which is available upon request from the school.

Sign or print name	
Date (DD/MM/YYYY)	

Section 14 – Media Effectiveness Information

Please indicate below with an X next to where you first saw the job being advertised.

Website	
Newspaper	
Word of mouth	
Other	

Please detail below the name of the website, newspaper, or other source:

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Section 15 – Equality and Diversity Monitoring Data

These pages are detached by the school before considering application against selection criteria.

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

The information is collected for statistical purposes only and will not be used as part of the selection process.

Date of Birth (DD/MM/YYYY)	
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Please mark the sections below with an X to indicate your answer.

Ethnicity

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Traveller	
Any other White background	
Mixed / Multiple ethnic groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background	
Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
Black / African / Caribbean / Black British	
African	

Caribbean	
Any other Black / African / Caribbean background	
Other ethnic group	
Arab	
Any other ethnic group	
Not disclosed	
Prefer not to disclose	
Other	
Please specify	

Nationality

Please tell us your nationality (e.g. British Citizen, Portuguese Citizen, Prefer not to disclose etc)

Religion or belief

Agnostic	
Atheist	
Bahai	
Buddhist	
Christian	
Hindu	
Humanist	
Jain	
Jewish	
Muslim	
No religion	

Pagan	
Rastafarian	
Scientologist	
Shinto	
Sikh	
Zoroastrian	
Prefer not to disclose	
If other, then please detail:	

Gender

Female	
Male	
Transgender	
Non-Binary	
Intersex	
Prefer not to disclose	
If you prefer to use your own gender identity, please write in:	

Sexual orientation

Bisexual	
Gay Man	
Gay Woman/ Lesbian	
Heterosexual/ Straight	
Pansexual	
Asexual	
Undecided	

Prefer not to disclose	
If you prefer to use your own identity, please write in:	

Disability

The [Equality Act 2010](#) defines a person as having a disability if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

Do you have a disability as defined above?	Yes		No	
If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?	Yes		No	

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc.)

Document Control Sheet

This document is controlled by Schools' Choice HR, on behalf of Suffolk County Council.

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