Schools - North Tyneside*

Application Form – Non Teaching

Vacancy Reference Number:	

Post applied for:	Out of School Support Assistant (Play Worker)
Closing date:	12:15 p.m. on Thursday 10th December 2026
Please note the closing date for this post is indicated above – you must return your completed application form to info@marineparkfirst.org.uk by the closing date noted if you wish your application to be considered. Applications received after the closing date will not be considered.	

Thank you for considering applying for a post in our school, within this Application Form (*) we are asking you to provide information to allow us to consider your application, we have also looked to provide you with some further information about our School – this has been included in the supporting information provided as part of this recruitment pack and there is also further information within certain areas of the Application Form.

You will see that the Application Form is divided into 3 Sections as follows:

Part A – Personal Details	This includes personal information about you that will aid us in considering your application, this also includes your declaration as an applicant that all information you provide is accurate and correct. You are asked in this section to note matters that if you are successful in your application (either at shortlisting or appointment stage) we would need to assure/ confirm, e.g. Right to Work in the UK, satisfactory DBS vetting/ clearance, satisfactory References, online searches. We have also provided some information on the Guaranteed Interview Scheme that we are supportive of as an employer.
PART B – Employment & Education History	This includes your current and previous employment history as well as your education history. You are asked to provide the information with your most recent employment/ education first. You are also asked to complete your application so that no gaps appear in your employment history, to explain, if you have not been employed for a period of time and

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	therefore have a 'gap' in your employment history you are asked to note the gap on the application form.
PART C – Applicant Equalities Monitoring	We use this information to monitor who are applying for posts within our school and how this links into our Equalities and Diversity policy and practice. The information WILL NOT BE SHARED with anyone on the shortlist panel and will be removed from your application prior to it progressing through our recruitment process.

How will we use your data?

All data that you provide to us as part of this recruitment process will only be used for the purposes of progressing your application. We respect your right to privacy and details of how we use the information provided by you is contained in our privacy notice, which is available on our School Website, together with details of your rights under the General Data Protection Regulations (GDPR).

Our Safeguarding Commitment:

As a School within North Tyneside, safeguarding is everybody's business and we are committed to safeguarding and promoting the welfare of children and young people, and adults at risk of harm. All staff and volunteers are expected to share this commitment and as an individual making an application for a post in our school if you were successful, you would be required to also share this commitment and follow our policies, procedures and practices to support this.

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Part A: Personal details

Preferred Title:			
Surname		Forename(s)	
Home Address (including Postcode)		Preferred name/ known as (if applicable)	
Home Telephone Number		Mobile Telephone Number	
Please confirm which number you would prefer us to contact you on and if there is a time of the day that is better for us to contact you.			
E-mail Please note, we will use this email address to contact you about your application and will continue to use this email address for any communications thereafter.			

Your right to work in the UK

Are you eligible to work in the UK?	Yes ☐	No ☐
Are you subject to immigration restrictions?	Yes ☐	No ☐
Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date.		

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Positive about Disabled People 'Disability Confident' employer

We are committed to the employment and career development of people with disabilities, as part of their policy they guarantee an interview to all applicants with disabilities who have demonstrated that they have skills, knowledge and experience required for the post. If you wish to be considered for an interview under this scheme, please tick the box in the declaration below.

What do we mean by disability?
To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition which has a substantial and adverse effect on your ability to carry out normal day-to-day activities. The disability could be physical, sensory, or mental and must be expected to last for at least 12 months.

You'll only be guaranteed an interview if you meet the essential criteria for the job. You **must** also include in your application enough information to show how you meet the criteria.

DECLARATION		
Do you consider yourself to have a disability as defined above and would like to apply under the Disability Confident Scheme?	Yes ☐	No ☐

Assistance with interviews
To ensure we do not create any barriers in their selection process and to help them to implement their Equality Policy effectively, please state below if you would like them to provide any particular assistance for your interview:

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Ex-Armed Forces Personnel

We are committed to supporting those who have served in the Armed Forces into employment. We guarantee an interview to all applicants who have served with the Armed Forces who meet the essential and desirable criteria for the post. Please indicate if you think you are eligible under this commitment.	Yes ☐	No ☐

You'll be guaranteed an interview if you meet the following conditions:

- You are currently serving in the armed forces (or are within 12 weeks of your discharge date).
- You meet the essential criteria for the job.

Or alternatively

- The Armed Forces was your last long-term employer.
- You can demonstrate you've been job seeking for at least 6 months since leaving the armed forces.
- A maximum of 2 years (24 months) has elapsed since you left the armed forces.
- You meet the essential criteria for the job.

You **must** also include in your application enough information to show how you meet the criteria.

If you meet the conditions stated above, please state your veteran status below:

Driving licence

Do you hold a full current driving licence?	Yes ☐	No ☐
If the role you are applying for will involve you driving a School Vehicle, please provide the information request below:		
Do you have any endorsements?	Yes ☐	No ☐

If you have answered 'Yes' above, please provide details:

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Reference request

It is our Policy to take up references as part of the selection process; what this means is that your referees will be asked to provide references for the appointment panel to consider as part of the decision making process.

Do you wish for this to happen?	Yes ☐	No ☐

All applicants are requested to provide the names and contact details for two referees if you:

- are in employment one should be your current line manager (or your most recent manager/ employer if you have recently left employment).
- have just left full time education and/ or have no employment history, one reference from your education provider should be provided.

A reference can also be provided and may be acceptable if employment references cannot be taken, however, they cannot be accepted from relatives or friends.

If you have indicated you do not wish for references to be taken up as part of the selection process (as noted above) they will not be requested, however, all appointments are subject to satisfactory references being obtained.

Reference 1		**Reference 2**	
Name		Name	
Job title		Job title	
Organisation		Organisation	
Address		Address	
Postcode		Postcode	
Phone		Phone	
E-mail		E-mail	
Connection with you		Connection with you	

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Reference 3[1] (see foot note below)		If you are applying for a post which involves working with children and young people or vulnerable adults, there is a requirement for a reference from employment where you have worked with children and young people or vulnerable adults. If your first 2 referees are not from such employment, please provide details of a 3rd who is from this employment areas so that a reference / this requirement can be undertaken.
Name		
Job title		
Organisation		
Address		
Postcode		
Phone		
E-mail		
Connection with you		

Vetting & Barring Checks

As this post is within a School all employees who work in schools have to have a successful Data Barring Service (DBS) check. As an applicant you need to understand this and consider how this applies to you. In accordance with the DBS Code of Practice if you were shortlisted for interview, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (or adults) and we will use this information as part of our interview/ pre-screening process.

In November 2020, the Rehabilitation of Offenders Act 1974, (i*ncluding amendments noted in the (exceptions order 1975) in 2013 and 2020)* was updated resulting in some changes to what will automatically be declared on a DBS, in real terms this means that some minor offences are now protected (filtered) and as such should not be disclosed; this also means that a potential employer (like ourselves) cannot take these offences into account, but also nor should you disclose them.

If you are shortlisted for interview, you will be provided with some additional information below to support you in what you will need to/ should not declare, you may want to contact the following organisations/ review information noted on their website which may be of assistance.

WEBSITE	CONTACT 1	CONTACT 2
Nacro –	helpline@nacro.org.uk	0300 123

[1] A third reference is only necessary if the first two references are not from an employment which involves working with children and young people or vulnerable adults.

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https://www.nacro.org.uk/criminal-record-support-service/		1999
Unlock – http://hub.unlock.org.uk/contact/	01634 247350	07 824 113 848
Ministry of Justice – https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974	https://contact-moj.service.justice.gov.uk/	0203 334 3555
DBS - https://www.gov.uk/government/organisations/disclosure-and-barring-service	customerservices@dbs.gov.uk	03000 200 190

On-line Searches

In accordance with Keeping Children Safe in Education (2022) as a School we are required to undertake online searches for all candidates that we shortlist to attend for the next stage in our recruitment process and/ or interview. This is required to ensure that any individual who we choose to appoint into our School is appropriate to work with children and young people. These searches will include information that is publicly available online and will not involve searches that are covert/overt/done in secret. You will be provided with additional information/ further clarity if you are invited to the next stage in our recruitment process and/or invited to attend for interview.

Please make sure all parts of this and the related application form are completed before signing this declaration.

I confirm the above information provided on my application form is complete, correct, and factual and I understand that any offer of employment is subject to:

a) references which are satisfactory
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
e) further pre-employment checks being satisfactory that are relevant to the post.

I understand that deliberately giving false or incomplete answers would exclude me from consideration, or in the event of my appointment, could result in dismissal without notice.

I accept that in submitting this form electronically I am accepting this declaration/ 'signing' this form by returning the form to school.

Signature:		Date:	

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Part B: Employment and Education History

Please try to provide as much information as possible; this will help us determine your suitability for the post.

Current or most recent employment (full history to be completed in the next section)
Please tell us about your current or most recent employment. (If you have just left full time education and have no employment history, you can detail your education in this section.)

Current / most recent employer or education establishment and address:				
Job title (if applicable):				
Dates of employment or education:	From:		To:	
Salary (if applicable):				
Details of Main Duties and Responsibilities:				

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Details of Main Duties and Responsibilities: (continued)	
Reason for leaving (if applicable):	
Notice period required (if applicable):	

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Previous employment

Please detail your previous employment, stating your main duties relevant to the role, starting with your most recent first. Please identify and explain any gaps in your employment history (i.e., unemployment, study etc). Please use an additional sheet if required					
Job title, Employer's name, and address	Main duties	Dates of employment		Salary	Reason for leaving
		From:	To:		

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Education, training, and qualifications

Please give details of your qualifications and work-related training, starting with the most recent first. (including secondary school).				
Place you studied at	Dates studied (from and to)	Qualification	Level	Date Achieved

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Professional registration

Please detail any professional bodies you hold membership of which are relevant to the post applied for.		
Professional body	Level of membership and membership number	Expiry
If you have worked as a Teacher in a previous role, please complete the box below.		
Teacher Reference Number:		

Skills, knowledge, and experience

Using the Person Specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to the post, giving examples. Please see the guidance for help with completion of this section and for further information.

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Skills, knowledge, and experience (continued)

Further information

Please provide any further information not covered by the previous sections that you would like to give in support of your application.		
As a School we recognise continuous service in Local Government Employment for all staff. Do you have continuous service?	Yes ☐ No ☐	If yes, what is your continuous Service date?

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Part C: Equal Opportunity Monitoring

This information is only used to measure the effectiveness of our School Equality Policy. **The administrator at School overseeing the administration of the recruitment process will remove Part C** when they receive your application, and it will not be seen by anyone else involved in the selection process. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (Equality Act 2010).

The data provided will be used to support our school to monitor our recruitment process and we will use the data provided to support monitoring of our recruitment process and we will use the data to inform future recruitment/ review of our recruitment policy. If you would prefer not to provide this data, please indicate this on the form, there is no requirement or obligation to provide the data within any of the sections noted below.

A. Gender			
I identify my gender as			
B. Age			
☐ 16-24	☐ 25-34	☐ 35-44	☐ 45-54
☐ 55-64	☐ 65+	☐ Prefer not to say	
C. Marriage and Civil Partnership			
Are you married or in a civil partnership?	☐ Yes	☐ No	☐ Prefer not to say
D. Sexual orientation			
☐ Heterosexual	☐ Gay / Lesbian	☐ Bisexual	☐ Prefer not to say
If you would prefer to use your own term, please specify			
E. Disability In the Equality Act 2010, a person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activities.			
Do you consider yourself to meet this definition?	Yes ☐	No ☐	

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If yes, please provide details:			
F. Caring responsibilities A carer is someone who, without payment, provides help and support to a partner, child, relative or friend, who could not manage without their help.			
Do you have any caring responsibilities for dependants? (If yes, please tick all that apply):		Yes ☐	No ☐
☐ Primary carer of a child/ children (under 18)	☐ Primary carer of disabled child/children	☐ Primary carer of disabled adult (18+)	
☐ Primary carer of older person/ people (65+)	☐ Secondary carer	☐ Prefer not to say	

F. Religion and belief			
☐ Buddhist	☐ Christian	☐ Hindu	☐ Jewish
☐Muslim	☐ Sikh	☐ None	☐ Prefer not to say

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☐ Other Religious belief (please specify):		
G. Ethnicity - Please tell us which ethnic group you belong to (please mark one):		
Asian / Asian British	Bangladeshi Indian Pakistani Any other Asian background (please specify) _____	☐ ☐ ☐ ☐
Black British / Black / African / Caribbean	African Caribbean Any other Black/African/Caribbean background (please specify) _____	☐ ☐ ☐
Chinese	Chinese Any other Chinese background (please specify) _____	☐ ☐
Mixed / Multiple Ethnic Groups	Mixed Asian Mixed African Mixed Caribbean Any other Mixed/multiple ethnic background (please specify) _____	☐ ☐ ☐ ☐
White	British English British Welsh British Scottish British Other Irish Any other White background (please specify) _____	☐ ☐ ☐ ☐ ☐ ☐
Other Ethnic Group	Any other ethnic background (please specify) _____	☐
Non-disclosure	I do not wish to disclose my ethnicity	☐

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