**Character Education Trust - Wrotham School**

**Support Staff Application Form**

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| Post Title |  |
| School Name |  |
| This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.  Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence. | |

**Part 1: Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Previous Surname |  |
| Address: |  | Alternative Address: |  |
| Telephone – Home: |  | Mobile: |  |
| Work: |  | Email: |  |
| Teacher Reference No: (if applicable) |  |  | |
| National Insurance No: |  |

**Disclosure of relationship**

Are you related to any elected member of the Council, a Senior Officer of the Council a member of the School Governing Body or member of school staff? (If YES, please provide details)

|  |  |  |
| --- | --- | --- |
| **How did you become aware of this vacancy?** | | |
| Media | Date | Reference |
|  |  |  |

**Part 2: Competency**

|  |  |
| --- | --- |
| **Further / Higher Education and Training** | |
| **Original documentation of qualifications will be required prior to an appointment.** (Continue on a separate sheet if necessary, giving page number and title heading) | |
| Education Establishment |  |
| Dates of Study |  |
| Qualification Type |  |
| Grade |  |
| Date of Award |  |
|  | |
| Education Establishment |  |
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|  | |
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|  | |
| Education Establishment |  |
| Dates of Study |  |
| Qualification Type |  |
| Grade |  |
| Date of Award |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Education** | | | |
| Please give details of your secondary education, including qualifications received. (Continue on a separate  sheet if necessary, giving page number and title heading) | | | |
| Secondary School |  | | |
| Dates of Study |  | | |
| Qualifications | Exam | Date | Result / Grade |
|  |  |  |  |

**In-Service Training and Development**

Please give details of relevant courses and training undertaken in the last five years.

|  |  |
| --- | --- |
| **Employment History** | |
| Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps. (Continue on a separate sheet if necessary, giving  page number and title heading)  When giving details of school employment please include the age range, approximate school roll number and school type | |
| Employer |  |
| Role |  |
| Employment Dates |  |
| Salary upon leaving |  |
| Reason for leaving |  |
| Roles and responsibilities |  |
|  | |
| Employer |  |
| Role |  |
| Employment Dates |  |
| Salary upon leaving |  |
| Reason for leaving |  |
| Roles and responsibilities |  |
|  | |
| Employer |  |
| Role |  |
| Employment Dates |  |
| Salary upon leaving |  |
| Reason for leaving |  |
| Roles and responsibilities |  |

**Time not accounted for**

Please give details of any time you have not accounted for below.

**Other Skills and interests**

Please include languages (spoken / written), computers, etc. Please provide details of any community or voluntary work experience.

**Reason for Application**

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary, giving page number and title heading)

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| Please indicate two people who can provide references - one of whom should be your present/most  recent employer. Students should include their University/College tutor. References will be taken up before an offer of employment is made and may be taken up prior to interview.  Where you are currently working in a school / academy one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting but have done so in the past, one reference should be from your most recent children’s workforce referee.  The school reserves the right to request alternative referees where felt appropriate to fulfill safer  recruitment requirements. | | | |
| Please tick here to confirm you are happy for references to be requested prior to interview: (If NO, please provide details) | | | |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Occupation |  | Occupation |  |

**Criminal Record**

**All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act**

**1974.**

The 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 considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration.

Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for interview.

|  |  |
| --- | --- |
| **Right to Work in the U.K** | |
| **All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.** | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (If YES, please provide details) | |
|  | |
| If you are successful in your application, would you require a work permit prior to taking up employment? | |
| **Yes** | **No** |

**General**

**Health Declaration**

Successful candidates will be asked to complete a pre-employment health assessment prior to commencing work.

**Data Protection Statement**

I hereby give my consent for the school or organisation to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud.

This information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation.

**Declaration**

By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Application for Post**

**Criminal Record Self-Disclosure**

|  |  |
| --- | --- |
| Applicants Name |  |
| Post Title |  |
| School Name |  |
| The information you give is confidentially managed and is not seen by recruiting managers until you have successfully been shortlisted for a position. If you decide not to complete some or all the form, we will record that your choice is to 'not declare'. Thank you for your help. This section of the form is CONFIDENTIAL and should be detached from your application form. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criminal Record** | | | |
| The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. The term ‘cautions’ includes reprimands and final warnings You do not need to disclose anything that would be currently filtered from the Police National Computer by the Disclosure & Barring Service. If you’re not sure if your convictions or cautions are filtered and considered a ‘protected offence’, you can **find out more here**.  You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration. | | | |
| **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/ 2020) by SI 2013 1198?** | | | |
| **Yes** | | **No** | |
| **Please provide details of the Offence / Sentence / Date (if necessary)** | | | |
| “By signing below, I confirm that the information I have provided on this form is accurate. I understand that this information will not necessarily prevent me from being employed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my  suitability for the role.” | | | |
| **Signed** |  | **Date** |  |

You should return this completed form in an envelope marked ‘Confidential – FAO Recruiting Manager’ along with your completed application form.

The information you have given will be treated as confidential. Where a self-disclosure is made, the details of this may be discussed with you at interview. Thank you for providing this information.