

Support Staff Job Application Form



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). It is important that you refer to the [Guidance Notes](#) before completing this form.

This form is also available in large print, Braille or on audio tape on request.

1. VACANCY DETAILS

Position Applied For:

School/Establishment:

Please enter phase/s you wish to teach

Nursery: Reception: KS1: KS2: KS3: KS4: Special:

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. (Please give details below.)

2. PERSONAL DETAILS

First Name(s):

Last Name:

Any Previous Name/s:

Daytime Tel:

Evening Tel:

Mobile Tel No:

Email Address:

Address:

Postcode:

Correspondence Address if different from :

Postcode:

Telephone:

Do you have the right to work in the UK?

Yes: No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Teacher Reference Number:

National Insurance Number, if you have one:

Do you have QTS, including skills test if qualified post 2004?

Yes: No:

Do you wish to job share the position you are applying for?

Yes: No:

3. RETIREMENT/DISMISSAL

Are you in receipt of a Teachers' Pension?

Yes: No:

If yes, state date effective from and the type of pension you are receiving? *i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement:*

Have you ever been dismissed from a school for misconduct?

Yes: No:

If yes, date:

Name of school :

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

4. STATUTORY INDUCTION

Did you gain QTS after May 1999? If yes, where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?..... Yes: No:

Do you have any period left to serve on your induction?..... Yes: No:

If yes, how much longer have you got to serve?:

If not complete, please attach copies of your induction reports for the period served.

5. EDUCATION/QUALIFICATIONS IN FURTHER/HIGHER EDUCATION (MOST RECENT FIRST)

From		To		Cert, Diploma, Degree, Higher Degree, etc.	Awarding body	Class/Div obtained	Date gained/expected
Mth	Yr	Mth	Yr				

6. EDUCATION/QUALIFICATIONS IN SECONDARY (MOST RECENT FIRST)

From		To		Name of school / college	Subjects	Type of exam	Awarding body	Grade	Date gained
Mth	Yr	Mth	Yr						

7. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)

From		To		Employer	Job Title	Reason for change
Mth	Yr	Mth	Yr			
						(Also include here your current / most recent salary)

8. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

Year	Organising body	Course title	Length of course

NPQH Award..... Yes: No: Date of Award:

9. ARRANGEMENTS FOR INTERVIEW

If you have 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, audioloop, etc):

10. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address: **Postcode:**

Telephone Number:

Email:

Relationship to You:

Name:

Address: **Postcode:**

Telephone Number:

Email:

Relationship to You:

11. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(No more than 3 sides of A4 paper in total)

11.OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION CONTINUED

12. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the Teaching Agency, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by the my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

13. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Signature:

Date:

Print Name:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

14. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.

The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced with new legislation.

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 cautions and convictions can be found at the Disclosure and Barring Service Website – www.gov.uk

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: Female Male

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

British Irish Gypsy or Irish Traveller Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean White/Asian White/Black – African Black/Asian

Any other mixed background please indicate:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi Chinese

Any other Asian background, please indicate:

D Black or Black British

Caribbean African

Any other Black background, please indicate:

E Other ethnic group

Arab Kurdish Vietnamese

Any other please indicate:

Not disclosed

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

EMPLOYMENT STATUS

Are you currently employed by a school in Birmingham? Yes: No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes: No:

WHAT IS YOUR SEXUAL ORIENTATION?

Bisexual Lesbian or Gay Heterosexual Not Disclosed

RELIGION

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist Hindu Jewish Muslim Sikh

No religion Not disclosed Other - please specify:

JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

Teacher Vacancy Bulletin Birmingham City Council Website Jobsgopublic

WMJobs.co.uk TES on-line TES printed publication

Guardian Jobs4U jobs bulletin Website, other (please specify)

Professional Journal (please specify) Other Newspaper (please specify) Radio (please specify)

Birmingham Evening Mail Word of Mouth Careers/open day (please specify)

Jobcentre Plus Search Consultant Other (please specify):