### Application for a Support Staff Vacancy

# Churchdown School

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| Post Applied for: | Start Date: |

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| Personal Details | | | | | |
| Surname | | | Forenames | | |
| Title | Date of Birth | | Former Name | | |
| Address  Post Code | | | | | |
| E Mail | | | | | |
| Home Tel | | Day Tel | | | Mobile Tel |
| National Insurance Number | | | | May we contact you at Work? | |

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| Secondary Education | | | | |
| School Name | From | To | Examinations Taken | Grades |
|  |  |  |  |  |

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| Further or Higher Education and Training | | | | | |
| University  or College | Dates | | Subjects  Studied | Qualification and  Degree Class | Award Date |
| From | To |
|  |  |  |  |  |  |

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| **Current Post Employment Details** | | | |
| **Employer** | **Contract**  **Type** | **Role** | **Date Appointed** |
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| Other Employment | | |
| Employer | Nature of Employment | Dates (from and to) |
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| Training in the last Two Years | | | | | |
| Course Title | Duration | Provider | Content | Year | Qualifications |
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| Personal Interests and Skills |
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| **Personal Statement in Support of your Application**  Please make full use of this section. You may copy and paste a letter of application into this section or attach further information as necessary. Short-listing will be conducted only on the basis of this application and **no CVs will be accepted.** It is therefore essential that all applicants, both external and internal, complete all sections of this application form.  It is essential that you demonstrate how you meet the criteria laid out in the Person Specification. This will help us decide whether to invite you to the next stage of the selection process. |
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| Rehabilitation of Offenders Act Because of the nature of work for which you are applying, this post is exempt from the provision Of the Rehabilitation of Offenders (Exceptions) (Amendments) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the Provisions of the Act and, in the event of employment such convictions could result in a dismissal or disciplinary action by the school. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies. |

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| **Criminal Convictions** | | |
| **For positions not involving work with children, families and vulnerable adults.** (A criminal conviction is not necessarily a bar to employment) | **Yes** | **No** |
| Do you have a criminal conviction which is unspent? |  |  |
| Or pending against you? |  |  |
|  | | |
| **For positions working with children, families and vulnerable adults only.** | **Yes** | **No** |
| Have you ever been convicted of a criminal offence? |  |  |
| Is the offence “spent” as defined by the Rehabilitation of Offenders Act 1974? |  |  |
| Do you have a criminal conviction which is unspent? |  |  |
| Or pending against you? |  |  |

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, Churchdown School Academy will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

We collect your personal information to consider your suitability to work in the role for which you have applied for. We have a legal obligation to collect this information from you and to be able to meet our duties in the public interest of providing a safe and secure learning environment for our students.

If you are successful with your application we will keep this application form as part of your staff file. This will be held securely in accordance with our staff privacy policy. A copy of the staff privacy policy is available from the school office and a copy will be given to all successful candidates before commencing employment with us.

If your application is unsuccessful we will keep your details securely and for no longer than six months from the date of your application. Any electronic or paper copies of your personal information will then be securely destroyed. If you would like your details to be deleted before that date please contact our Human Resource Manager on [ACE@churchdownschool.com](mailto:ACE@churchdownschool.com)

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| Medical Information | | | | | |
| Are you a registered  Disabled Person? | Yes | No | Registration Number | | |
| Have you suffered from any medical condition which has affected (or might affect in the future) your performance as a member of support staff | Yes | No | If Yes please give details on a separate sheet | | |
| Please give details of any absence through ill health over the past 12 months | | | | | |
| Are you related to any member of staff or Governor currently employed or serving at Churchdown School? | | | | Yes | No |

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| **Referees**  Please give the name of two people to whom reference can be made. One referee should normally be your current Employer. Relatives may not be given as referees. |

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| Referees | | |
| **Name** | **1** | **2** |
| **Position** |  |  |
| **Address** |  |  |
| **Telephone** |  |  |
| **E Mail** |  |  |

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| **Declaration**  **I** declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary and/or exclusion from short-listing, or may, in the event of employment, result in disciplinary action or dismissal.  **Signature: Date:** |