

Headteacher: Mr A Bate BSc NPQH

# SUPPORT STAFF APPLICATION FORM

We are committed to equal opportunities in employment and positively welcome your application irrespective of your age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The successful applicant will be required to undertake an Enhanced Disclosure.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (N/A).**

**Please note CV’s are not accepted.**

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| 1. **POSITION APPLIED FOR** |  |

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| 1. **PERSONAL DETAILS** |

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| **First Name(s):** | **Last Name:** |
| **Any Previous Name/s:** | **Title:** |
| **Address:** | |
| **Home Tel. Number:** | **Mobile Tel. Number:** |
| **Work Tel. Number:** | **Email Address:** |
| **National Insurance Number:** |  |
| **Are you eligible to work in the UK?**  **Yes:**       **No:** | **If No, Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role:** |
| Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) 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.  We are unable to employ anyone who does not have the right to work in the UK legally. | |
| **Have you ever been dismissed from a school/educational setting/Local Authority for misconduct?**  **Yes:**       **No:**  **If yes please provide date and name of establishment details:** | |
| **Have you received a disciplinary warning from your employer in the last 2 years?**  **Yes:**       **No:**  **If yes, please state details:** | |
| ***Please attach full details of the reason for dismissal/disciplinary warning in a sealed envelope marked ‘Private and Confidential’ and return with your application. Please be assured that providing this information will not necessarily bar you from employment.*** | |
| **Are you related by marriage, blood or cohabitee to a member of the school or its Governing Body?: Yes**       **No** | **If YES, please state name, relationship and position held:** |

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| 1. **EDUCATION/QUALIFICATIONS IN HIGHER EDUCATION (MOST RECENT FIRST)** |

PERSONAL DETAILS:

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| **Dates (mm/yy):** | | **Institution: university/college** | **Degree/Diploma/Title** | **Subject** | **Class/**  **Division**  **Obtained** | **Date of award** |
| **From** | **To** |
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| 1. **EDUCATION/QUALIFICATIONS IN SECONDARY AND FURTHER EDUCATION** |

*Please list each qualification separately, including grade and date achieved, starting with GCSEs (or equivalent).*

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| **Dates**  **(mm/yy):** | | **Name of school / college** | **Subjects** | **Type of exam  (e.g. GCSE)** | **Grade** | **Date gained**  **(mm/yy):** |
| **From** | **To** |
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| 1. **CAREER HISTORY (STARTING WITH WITH CURRENT ROLE)** |

Please complete the following, in full chronological order, starting with your current employment and include ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18. For example, teaching, commercial experience, youth work, voluntary work, VSO, work overseas. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. This information may form part of your salary assessment, so please complete the following accurately. Failure to provide the correct and accurate information may result in an incorrect salary assessment. **If there are any gaps in the career history please list these in the breaks in employment section history section.**

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| **Name & address of organisation** | | **Post** | |
| **Full-time or Part-time** | **Number on roll** |
| **From**       **To** | **Grade and salary** | **Reason for leaving** | |

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| **Name & address of organisation** | | **Post** | |
| **Full-time or Part-time** | **Number on roll** |
| **From**       **To** | **Grade and salary** | **Reason for leaving** | |

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| **Name & address of organisation** | | **Post** | |
| **Full-time or Part-time** | **Number on roll** |
| **From**       **To** | **Grade and salary** | **Reason for leaving** | |

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| **Name & address of organisation** | | **Post** | |
| **Full-time or Part-time** | **Number on roll** |
| **From**       **To** | **Grade and salary** | **Reason for leaving** | |

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| **Name & address of organisation** | | **Post** | |
| **Full-time or Part-time** | **Number on roll** |
| **From**       **To** | **Grade and salary** | **Reason for leaving** | |

*(Please continue on a separate sheet if necessary.)*

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| 1. **BREAKS IN EMPLOYMENT HISTORY** |

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, travelling, raising family, training, long periods of sickness etc.

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| **Dates** | | **Reason for break** |
| **From** | **To** |
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| 1. **OTHER TRAINING, PROFESSIONAL QUALIFICATIONS AND AFFILIATED MEMBERSHIP (RECENT FIRST)** |

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| **Year** | **Professional Body & Course Title** | **Membership Grade/ Qualification/Award** | **Length of course** |
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**HEALTH AND DISABILITY MONITORING:**

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| 1. **HEALTH AND DISABILITY MONITORING** |

The successful applicant will be required to complete a medical questionnaire and may be required to attend a medical examination.

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| Are there any disabilities which may affect your application? Yes:  No: |
| If you have answered YES to having a disability, please describe any reasonable adjustments which you believe should be made to assist you in this application and in employment at the school. |

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| 1. **DISCLOSURE** |

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)? Yes:  No:

If you do have any convictions or cautions; you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**

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

If you are short-listed for this position you will be required to disclose this information on a self-declaration form.

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| 1. **REFERENCES** |

Please give the name of two referees, one of whom should be your current or most recent employer. If not, we reserve the right to request one. If this employment has been within a school, this would normally be your head teacher. 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. If you are shortlisted, the school will take up references prior to interview.

Please note that under the DCSF Safeguarding and Safer Recruitment Guidance (January 2007), references will be required prior to interview for **all** School based posts, teaching and support staff. In relation to work with children, we will seek information about past disciplinary issues relating to children and/or safeguarding concerns you may have been subject to. If you have any concerns about this please contact the HR Department on 0121 566 6442 or 0121 566 6468 to discuss the issue.

It is the candidates responsibility to ensure referees are made aware that they will be contacted by email and of the timescales for providing references. Written references will not be accepted from relatives or people writing solely in the capacity of friends.

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| **Referee 1:** | **Current/most recent employer** | |  | **Referee 2:** |  | |
| **Name** |  | |  | **Name** |  | |
| **Address**  **Postcode** |  | |  | **Address**  **Postcode** |  | |
| **Telephone**  **Number** |  | |  | **Telephone Number** |  | |
| **Email**  **address** |  | |  | **Email address** |  | |
| **Occupation** |  | |  | **Occupation** |  | |
| **Relationship to you** |  | |  | **Relationship to you** |  | |
| **How long have you known this referee?** | |  |  | **How long have you known this referee?** | |  |

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| 1. **COVERING LETTER (TO BE ATTACHED)** |

Please attach a covering letter using no more than 2 sides of A4, minimum font size 11, to describe how you meet the requirements of the job role, as detailed in the job description and person specification, you have applied for.

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| 1. **GENERAL DATA PROTECTION REGULATION (GDPR) 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 General Data Protection Regulation. The information is being collected for the purpose of administering the employment and training of employees.

text box to print nameThe information may be disclosed, as appropriate, to governors of schools, our HR Advisers, 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 my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the General Data Protection Regulation.

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

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| 1. **DECLARATION AND 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. *Please add your electronic signature in acceptance of the above. You will be required to sign a printed version should you be appointed.*

**Signature:**

**Date:**

**Print Name:**

Please add your electronic signature to this form. 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 will also be required to sign a declaration to this effect at a later date.

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| 1. **ONLINE CHECKS** |

An online search will be carried out as part of due diligence on all short-listed candidates.

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| 1. **PLEASE RETURN TO:** |

Completed applications and recruitment monitoring forms should be returned via email to

[**recruitment@moseley.bham.sch.uk**](mailto:recruitment@moseley.bham.sch.uk)

Alternatively, you can return applications by post to HR Department, Moseley School and Sixth Form,

Wake Green Road, Moseley, Birmingham, B13 9UU.

**Application forms will only be accepted if they are received by the advertised deadline date and time.**