

**CONFIDENTIAL**



## **Application Form**

# **Support Staff**

**Candidate's Name**

**School/Establishment**

**Post**

**Form Serial No.**

Thank you for requesting an application form for the above vacancy. Please ensure that you complete all sections of this form in black ink or typeface to enable photocopying of the form. Please do not send your Curriculum Vitae (CV) or any Testimonials unless requested.

Forms will only be acknowledged if a stamped addressed envelope is enclosed on return. If you do not receive a letter within six weeks from the closing date, you should assume that your application has been unsuccessful.

# 1. Personal Details

Surname / Family Name	<input type="text"/>	Forenames(s):	<input type="text"/>
Former Surname/ Family Name	<input type="text"/>		
Preferred Title:	<input type="text"/>	Date of Birth: (DD/MM/YY)	/ /
Home Address:	<input type="text"/>	Contact Address (if different)	<input type="text"/>
DfES Reference No:	<input type="text"/>	National Insurance No:	<input type="text"/>
Telephone No: (Home)	<input type="text"/>	Telephone No: (Work)	<input type="text"/>
Email Address: (Home)	<input type="text"/>	Email Address: (Work)	<input type="text"/>

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## ***Relationships***

Are you related to an employee or governor of the school or the Educational Trust?  Yes  No

If yes, please state relationship:

Note: *Canvassing will lead to disqualification for appointment.*



### 3. Employment/Work Experience

Please include any previous work experience, either paid, unpaid or voluntary starting with the most recent.

Current/most recent School or other employer (with address)

Position Held:  Full or Part Time:

Present salary and point on pay spine:  Date employment ceased if applicable:

Date Started:

Employing Authority:

Duties and Responsibilities:

Previous schools or other employers/employer and Employing Authority	Position held and responsibilities (and full time or part time)	Dates		Reasons for Leaving
		From	To	

## 4. Additional Information

Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.



## 5. Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the websites below.

Disclosure and Barring Service [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

Unlock - [hub.unlock.org.uk/filtering](http://hub.unlock.org.uk/filtering).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## 6. References

Please give details of two people who are able and willing to comment on your suitability for this job. If you are or have been employed, one should be your present or most recent employer.

*Please remember to include a church referee if requested in the post details.*

A. Name:

B. Name:

Address:

Address:

Telephone number:

Telephone number:

Contact email:

Contact email:

Relationship to you e.g. Headteacher:

Relationship to you e.g. Headteacher:

**Note:** Unless you specify otherwise, we will not consult you prior to approaching these referees.

## 7. Declaration

I confirm that the above information is complete and accurate. I understand that any offer of employment is subject to:

- a) References which are satisfactory to the school
- 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.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:

Date: / /

**Note:** False statements or failure to disclose any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the Authority.

### Data Protection Act 1998 – Consent and Certification of Details

As part of the process of appointing a new teacher, the Authority may disclose information to, and request information from, third parties for the purpose of undertaking pre employment checks. In accordance with the Data Protection Act 1998, your consent is required before approaching third parties for information in relation to pre-employment checks.

Signature:

Date: / /



# Equal Opportunities Monitoring Form

## PLEASE NOTE

**This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.**

Mercian Educational Trust is committed to the elimination of all forms of unjustifiable discrimination.

The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below

### Please tick as appropriate:

#### 1. Which of the following do you consider to be your ethnic origin?

(tick only one box), see below for explanatory notes.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> White British (AWB) | <input type="checkbox"/> White and Black Caribbean (BWBC)                 | <input type="checkbox"/> Indian (CIN)      |
| <input type="checkbox"/> White Irish (AWI)   | <input type="checkbox"/> White and Black African (BWBA)                   | <input type="checkbox"/> Pakistani (CP)    |
| <input type="checkbox"/> White Other (AWO)   | <input type="checkbox"/> White and Asian (BWA)                            | <input type="checkbox"/> Bangladeshi (CB)  |
|  | <input type="checkbox"/> Mixed Other (BMO)                                | <input type="checkbox"/> Asian Other (CAO) |
| <input type="checkbox"/> Caribbean (DBC)     |   |  |
| <input type="checkbox"/> African (DBA)       | <input type="checkbox"/> Chinese (ECH)                                    |  |
| <input type="checkbox"/> Black Other (DBO)   | <input type="checkbox"/> Other Ethnic Group (EOE) (Please describe) ..... |  |

#### 2. Are you

Male

Female

#### 3. Do you have a disability?

Yes

No

For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

#### 4. Please tick the age band currently applicable to you

i. up to 19

ii. 20-29

iii. 30-39

iv. 40-49

v. 50-65

vi. Over 65

**Where did you see this post advertised?**

### Monitoring Form Explanatory Notes

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.

Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the 'other ethnic group' box and give details in the space provided above.

Please ensure that you have completed all sections of this form. Please do not send your Curriculum Vitae (CV) or any Testimonials unless requested.