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**SUPPORT STAFF APPLICATION FORM**

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| 1. Application for the post of |  |  |  |
|  |
|  at  | Northease Manor SchoolRodmell, Lewes, East Sussex BN7 3EY | 9 |
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| **2.** Last Name  |  |  First Names |  |
|  |
|  Title  |  | Any Previous Last Names |  |  |  | (as advertised) |
|  |
|  Address |  Post Code: |
|  |
|  |
|  |
|  Daytime Tel No. |  |  Evening /Mobile Tel No. |  |
|  |
|  E-mail |  |
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**3. Education and qualifications (**If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given. We follow up all qualifications with the relevant institutions as part of safer recruitment.

**(a)** **Secondary / Further Education**

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| --- | --- | --- | --- |
| Name of school/college | Dates | Subject andQualification | Grade and dateAwarded |
| From | To |
|  |  |  |  |  |  |
|  |  |

**(b) Job Related Training**

(include membership of professional institutes and your membership number, vocational and non vocational courses)

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| --- | --- | --- | --- |
| Institute/Courses Studied | Dates | Provider |  |
| From | To | Standard/Level | Date Awarded |
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| **4. Employment history**If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

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| Current employer |
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| Employer’s name/dept |  |
|  |  |  |
| Address |   | Postcode |
|  |  |  |
| Post held |  | Date appointed |  |
|  |  |  |  |
| Salary |  | Grade (if applicable) |  |
|  |  |
| Brief description of duties |  |
|  |  |
| Notice period |  |  |
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**Previous *experience*** *(most recent employer first).* ***Please include details of gaps in employment here.***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s nameand type of business | Post held and brief description of duties | Date | Reason for leaving |
| From  | To  |
| Month | Year | Month | Year |
|   |   |   |   |  |  |  |
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**Further explanation of any gaps in employment.** If you were abroad for more than 3 months, please state where you went and the reason for your visit.

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**Please note here any other employment that you would continue with if you were to be successful in obtaining this role:**

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**5. Reasons for applying for this post.**

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**6. Experience and personal skills**

**Please give details of all your experience, skills and abilities relevant to the post applied for. Refer to the job description.** If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg parent governor, playschool assistant, committee member, treasurer of a club, volunteer etc. Attach a continuation sheet if necessary.

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| 7. Additional relevant interests (Such as membership of any club, leisure activities and hobbies) |
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1. **Confidential References (Please ensure referees know this reference is being requested, each reference is validated by a phone call to the referee)**

 Names, addresses and status of two referees (one of whom, if employed, must be your present employer). References will be sought on short listed candidates prior to interview for current and previous employers to verify particular experience or qualifications. Current or previous employers will be also asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

|  |  |  |
| --- | --- | --- |
| **(1) Present Employer**NameAddressDaytime Tel No *(inc. STD code)*Email addressOccupationSince when has the referee known you and in what capacity?May we contact this referee before offering employment? Yes/No |  | **(2)** NameAddressDaytime Tel No *(inc. STD code)*Email addressOccupationSince when has the referee known you and in what capacity?May we contact this referee before offering employment? Yes/No |
|  |  |  |

**9.** **Further information**

|  |  |
| --- | --- |
| National insurance number |  |

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| Do you hold a full UK driving licence? |  |  |  |  | **YES** |  | **NO** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Would you have use of a car for work? |  |  |  |  | **YES** |  | **NO** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have a current right to work in the UK? |  |  |  |  | **YES** |  | **NO** |  |  |
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|  Where did you see the advertisement for this post? |
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**10. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (2013 and 2020)** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**.

* Have you ever been convicted of any criminal offences, warned or reprimanded in or been officially cautioned relation to any such offence? Yes / No
* Are you currently the subject of any police investigation and/ or prosecution, in the UK or any other country?

Yes / No

* Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA) or the General Teaching Council? Yes / NO

If ‘Yes’ to any of the 3 questions, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

**PLEASE NOTE:**

* If your application is successful, prior to taking up your post, you will be required to undergo an **Enhanced** **Formal Disclosure** process through the **Disclosure and Barring Service (DBS)**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary (original) evidence of your identity.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the ISA.**
* Copies of disclosure certificates are retained by the school until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our Single Register and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998 and subsequent General Data Protection Regulations (GDPR).

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| **11.** Please state whether, to the best of your knowledge, you are related to or have a direct relationship with a  Northease Manor School governor or Senior Manager, please state their name(s) and the nature of the  relationship. |
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**12.** **Declaration**

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes. I understand that I may withdraw my consent at any time by notifying the School’s Data Protection Officer in writing.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

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| --- | --- | --- | --- | --- |
| Signature of Candidate |  |  |  Date |  |
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Northease Manor School

Rodmell

Lewes

East Sussex BN7 3EY

Tel: 01273 472915

*We are an Equal Opportunities Employer that does not discriminate on any grounds including disability, race, gender, colour, age or sexual orientation.*

*We process your data according to GDPR requirements. Please ask to see our privacy statement and data management policy for more details.*