

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Employment Application Form: Support

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

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink. CV's are not accepted.

Vacancy Job Title	
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Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

- INITIALS _____ SURNAME OR FAMILY NAME _____
- LETTER OF APPLICATION *Please enclose a letter of application*
- CURRENT / LAST EMPLOYMENT

Name and address of employer	
Job title <i>Please enclose a copy of the job description, if possible</i>	
Full or part time	
Date appointed to current post	
Current salary	
Date available to begin new job	

- FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Month	Year	Month	Year	

4.1							
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4.2							
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4. FULL CHRONOLOGICAL HISTORY (Cont'd)

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Month	Year	Month	Year	

4.3						
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4.4						
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4.5						
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4.6						
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4.7						
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Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)

Name of School/College	From	To	Qualifications Gained

6. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Dates		Full or Part-time	Qualifications Obtained
	From	To		

7. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS Please state the reasons why you wish to apply for this post and give details of any experience / training / skills that you have which you think are relevant together with any other information in support of your application, including details of your present post.

8 REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes No

Reference 2: Yes No

Part 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

9. PERSONAL INFORMATION

1. Surname or family name					
2. All previous surnames					
3. All forenames					
4. Title					
5. Current Address					
6. Postcode					
7. Resident at this address since					
8. Home telephone number					
9. Mobile telephone number					
10. Date of Birth					
11. Email address					
12. National Insurance Number					
13. Have you ever been barred or restricted from working with children or been subject to a child protection investigation?	Yes	No	If YES give details separately under confidential cover		
14. Do you have a current full driving licence?	Yes	No			
15. Are you subject to any legal restrictions in respect of your employment in the UK?	Yes	No	If YES please provide details separately		
16. Do you require a work permit?	Yes	No	If YES please provide details separately		
17. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes	No	If YES give details separately under confidential cover		
18. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes	No	If Yes please specify.		
23. How did you find this position? Tick appropriate box.	TES	CHTA	Croydon Council Website	School Website	Other:

10. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

If you are shortlisted you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Under the Criminal Justice & Courts Services Act 2000.

11. Data Protection Act 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

12. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

13. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant: _____

Print Name: _____

Date: _____

PART 3 EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be

used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic Group

	<i>Workforce Census Code</i>		<i>Please tick</i>
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

Religion

	<i>Please tick</i>
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Disability

Do you consider that you have a disability? *Please tick*

Yes <i>Please complete the grid below</i>	
No	
Prefer not to say	
<i>My disability is: Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Gender

	<i>Please tick</i>
Female	
Male	