



**SUPPORT STAFF APPOINTMENTS (SCHOOLS)**

Please read the job description and any additional guidance provided before completing this form.

Please ensure that any additional attachments clearly identify which section they relate to.

If you are returning a hard copy of this form please complete the details in black ink. **Please do not enclose a curriculum vitae.**

Applications must be received by the closing date.

**Applicant details**

<b>Application for the post of:</b>	
School name:	

Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:
First Name:	
Surname	
Address:	
Preferred phone number for contact:	
Preferred email address for contact:	
Where did you see/hear about this vacancy	

## **Employment history**

Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / adults at risk you must list all employment, career breaks, education and voluntary work since leaving secondary education.

For roles not working with children / adults at risk please list your full employment history for the past ten years starting with the most recent and working backwards. You should also list any roles you have held that are relevant to the post you are applying for prior to this time.

<b>Organisation/School/ Academy Name:</b>	<b>Job Title:</b>	<b>Employment Date: From / To:</b>	<b>Reason for leaving</b>

### **Additional detail for current or last employment**

Date available if currently not employed:	
Notice period if currently employed:	
Current or last salary	

### **Confidential references**

Please provide the names of two referees who can provide professional or academic references. The first must be your present or most recent employer / voluntary organisation. The person you name must hold a managerial position and have access to your records. Please ensure that you provide an email address wherever possible as this greatly speeds up the recruitment process.

The school and Local Authority are committed to safeguarding and promoting the welfare of children and expects all employees, volunteers and contractors to share this commitment. For roles working with children we aim to take up references prior to interview. If you do not wish us to take up a reference from your current employer until a conditional offer is made, please provide a third referee so that we still have two references prior to the interview.

**Satisfactory references must be obtained before any formal offer can be confirmed.** If you are applying for a role working with children and you are not currently working with children but have done so in the past, you must nominate a referee who held a managerial position in an organisation where you were employed to work with children. The referees will be asked if you have any live/current disciplinary sanctions and also about any "time expired" disciplinary sanctions relating to children. They will be asked if you have been subject to any child protection allegations/concerns, and the outcome of any such enquiry.

If the school requires additional employment references you will be asked to provide consent and additional contact details at the appropriate time.

### **Reference 1**

Referee name:	
Job title:	
Organisation name and address:	
Relationship: e.g. Head teacher / Line manager.	
Work Phone Number:	
Email Address:	
Do we have your consent to contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## **Reference 2**

Referee name:	
Job title:	
Organisation name and address:	
Relationship: e.g. Head teacher / Line manager.	
Work Phone Number:	
Email Address:	
Do we have your consent to contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## **Reference 3**

Referee name:	
Job title:	
Organisation name and address:	
Relationship: e.g. Head teacher / Line manager.	
Work Phone Number:	
Email Address:	
Do we have your consent to contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Education, Qualifications and Training**

Please enter all qualifications at secondary education including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted. Please note that if you are shortlisted for interview you will be required to bring proof of your relevant qualifications to the interview.

<b>Establishment Name:</b>	<b>Dates Attended From / To:</b>	<b>Qualification/awarding body:</b>	<b>Grades/Results/Expected:</b>

**Please give details of any current membership of a professional or similar organisation**

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**Please list any specialist training courses you have attended which are relevant to this job (including relevant in-house training courses – use a separate sheet if necessary). Please state course title/Organising Body/Length of Course/Dates taken from/To/Grade, Level or stage**

**Details of relevant personal development and special interests**

## Job Application

**Personal statement:** You should submit further evidence and information in support of your application tailored to the information requested by the appointing body. Do not attach a CV as it will not be considered.

Please demonstrate with examples using your skills, abilities, experience and behaviours to show how you meet the role criteria as outlined in the job details. You may wish to attach this separately or use additional sheets. This should be limited to 2 sides of A4, minimum font size 12. Please ensure they are clearly marked with the post title and your name.

## **Data Protection and Fraud**

The School and Local Authority will process your personal information appropriately and legally in accordance with the Data Protection Act 2018, the National Fraud Initiative and other relevant legislation. The details you provide will be held in a secure system or database and will only be shared with other organisations where the law allows.

The Portsmouth Information Sharing Framework which sets out the conditions under which we will share information with other organisations is available on the council's website. The Council may share your information with relevant departments to help develop new services or improve existing services.

You should be aware that we may be required to disclose your personal information without your consent for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the Police, Public Sector Audit Appointments (PSAA), Department for Work and Pension or as part of the National Fraud Initiatives) or where we have a statutory duty to do so.

Please note that providing false information is an offence

I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that canvassing of any councillor or employee of Portsmouth City Council, or giving any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to my dismissal.

Signature

Date

## **Data Protection 2018 & General Data Protection Regulation (GDPR)**

As part of any recruitment process, the School and Local Authority collects and processes personal data relating to job applicants. The School and Local Authority are committed to being transparent about how they collect and use that data and to meeting their data protection obligations under the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Completing and sending an application in for a vacancy and signing below is your consent for us to process your data for the purpose of recruitment only. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can request a privacy statement from the school that you are applying to.

Signature

Date

Please ensure you have read through the following sections and understood the additional information required if you are shortlisted for interview and subsequently offered the role.

### **Pre Appointment checks.**

**Any offer of employment is conditional on satisfactory receipt of the necessary pre-employment checks**

### **Disclosure and Barring Service**

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

**Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.**

**Working within a School is exempted from the Rehabilitation of Offenders Act 1974.**

**You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:**

- **All unspent convictions and conditional cautions.**
- **All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).**
- **If you have been barred from working with Children and/or Adults at risk.**

**The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.**

**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.**

**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.**

**[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-exceptions-order-1975)**

**The filtering rules were updated on 28 November 2020 as follows:**

- **warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate**
- **the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.**

<b>Prohibitions, sanctions and restrictions (Those employed to carry out teaching work)</b> Are you subject to any prohibition order issued by the Secretary of State (or another body), or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012? If you are invited to interview you will be asked to give full details and checked on the 'Teacher Services checking system' through the DfE Sign-in Portal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Disqualification under the Childcare Act</b>  For positions that work in childcare provision or are directly concerned with the management of such provision appropriate checks will be carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Further information to whom these regulations apply, the checks that should be carried out, and the recording of those checks can be found in <a href="#">Disqualification under the Childcare Act 2006</a> statutory guidance.
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<b>Right to Work and Verifying Identity</b>  You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.
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<b>Gaps in Employment</b>  If you are invited to interview you will be asked to detail and give reasons for any gaps in employment.
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<b>Skilled Worker Visa</b>  Applications from job seekers who require a skilled worker visa are welcome and will be considered alongside all other applications. You will need to demonstrate you meet a specific set of mandatory requirements for an eligible job in addition to passing the relevant UK criminality checks and all pre-employment checks.
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<b>Driving Licence</b>  If the post information includes the requirement for a driving licence you will be asked at interview to provide evidence that you hold a relevant driving licence.
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<b>Equality Act 2010</b>  In line with the Equality Act 2010 and the Education (Health Standards) (England) Regulations (2003) the successful candidate will be required to complete a medical questionnaire. This is to verify their mental and physical fitness to carry out the work responsibilities of the role. The candidate may then be required to undergo a medical examination if relevant to the role.
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**Code of Conduct**

On commencement of employment with the School, all staff will be required to read and sign a code of conduct.

I confirm that I have read the information provided and understand that a failure to disclose any relevant information at the appropriate stage of the recruitment process may lead to my application being rejected, the offer withdrawn or dismissal if in post.

**Signature****Date**

***PLEASE SEND YOUR COMPLETED APPLICATION FORM TO THE SCHOOL YOU ARE APPLYING FOR UNLESS OTHERWISE STATED IN THE ADVERT.***

**Intentionally left blank**

## Equality and diversity monitoring form

The information in this form is for monitoring and information purposes only and is not seen by the panel and does not form a part of the recruitment shortlisting process.

If you require a reasonable adjustment under the Equality Act 2010 to attend an interview process you will be given the opportunity to discuss this if you are shortlisted for the role.

Post Applied for

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Prefer not to say

#### **White**

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller

Any other white background, please write in:

#### **Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Any other mixed background, please write in:

#### **Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese

Any other Asian background, please write in:

#### **Black/ African/ Caribbean/ Black British**

African  Caribbean

Any other Black/African/Caribbean background, please write in:

#### **Other ethnic group**

Arab  Any other ethnic group, please write in:

### What is your religion or belief?

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

The information contained may be anonymised and summarised with other data for the purposes of analysis or reporting. If you are unsuccessful in your application this form will be destroyed in line with the retention policy of the school.

**Intentionally blank**

## Reference consent

Name of School:

Post applied for:

I consent to the School contacting my named referees in accordance with its normal recruitment and selection policy.

I understand that my referees will not be contacted before a conditional offer of appointment is made except where I have provided written consent to do so on my application form.

Signed:

Date:

Print name: