

ATWOOD PRIMARY ACADEMY

Support Staff Application Form

Confidential



ATWOOD
PRIMARY ACADEMY

Please use black ink and write clearly or type
PERSONAL DETAILS

Post Applied For
School

Surname or Family Name	Other names
Former Name(s)	

Home Address

Home Telephone	Daytime Telephone
Mobile	E-mail address

Are you applying for this post on a Job-Share basis? Yes No

PRESENT OR MOST RECENT POST

Post Held	Date appointed	Date left
Name and Address of Employer	Current Salary and Additions (if on Local Government terms and conditions)	
.....Postcode	Reason for Leaving	
Telephone Number	Notice required to present Employer	
National Insurance No.	Can we contact you at work?	

APPLICATION DETAILS

IT IS ESSENTIAL THAT YOU COMPLY WITH THIS SECTION OF THE FORM

<p>Please use additional A4 sheets to give details of your relevant experience/training/skills together with any other information in support of your application, including details of your present post. Ensure that you itemise your responses demonstrate how your knowledge/skills/experience meet requirements of the Person Specification to be tested through the Application Form. If you omit information which we have asked for we may not be able to consider your application.</p> <p>Please indicate how many additional sheets, you have enclosed.</p>	<input type="text"/>
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DETAILS OF ALL PREVIOUS EMPLOYMENT – Most recent first. Enter details of **all** your work experience including periods of non-employment, unpaid voluntary work and study.

Name and Full Address or Employer	Date of Employment		Position held and main duties – giving Grade and salary if known	Reason for leaving
	From	To		

Please attach additional sheets if necessary

Have you ever been dismissed by an employer? Yes No

If you have answered yes to this question, please give details on a separate sheet.

Details of educational history – most recent first. Please list all schools, colleges, universities etc, which you have attended.	Course Studies	Qualifications level (if obtained)	Dates	
			From	To

You will be asked to provide original proof of relevant Qualifications if you are interviewed.

COURSES, QUALIFICATIONS AND OTHER TRAINING UNDERTAKEN WHICH IS RELEVANT TO THIS JOB APPLICATION

Course/Training	Date	Organising Body

TO BE COMPLETED BY ALL APPLICANTS

Date of Birth:

Activities involving contact with children and vulnerable adults outside the work environment (eg. sports coach, scout leader etc).

DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used.

Full name of present or most recent employer	
Address Postcode	Telephone
	E-mail
	Fax

May we contact your present/most recent employer for a reference straight away? Yes No

If NO when may we do so?

Other referee (preferably another employer)	
Address Postcode	Telephone
	E-mail
	Fax
Capacity in which known to you	Daytime Tel No.

Please note that we reserve the right to approach any of your previous employers for references if necessary.

I agree, if I am selected for this appointment, to checks being made with the Criminal Records Bureau for any record of convictions or cautions against me. I am aware that such information as appropriate for Standard/Enhanced Disclosures will be made available.

I CONFIRM THAT THE INFORMATION GIVEN ABOVE IS CORRECT.

I also consent to Croydon Council carrying out other appropriate checks with the Criminal Records Bureau if it so wishes.

Name (please print)

Signature _____ **Date** _____

**ONLY ANSWER IF A CAR DRIVING LICENCE
AND/OR USE OF A CAR IS A REQUIREMENT OF THIS POST**

Do you hold a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	If required would you be prepared to provide a car for work use? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Residency

Are you required to have a UK work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post or with a Councillor, Governor or Senior Officer of Croydon Council?

Yes No

If Yes, please give name(s) of relevant person(s) and the relationship(s).

I understand that seeking to unfairly influence any Councillor or employee of Croydon Council will make my application unacceptable.

Data Protection Act 1998:

The personal information submitted by you on this application form and in any accompanying documents will be used by persons the Governing Body delegates responsibility to and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the school against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept on the Council's personnel records for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. This LEA/School is under a duty to protect the public funds it administers and 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 administering public funds solely for these purposes.

Please sign the statement below indicating your consent to the information being held, used and verified as described above.

If you decline to give your consent as requested above the LEA/School will be unable to consider your application for employment.

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

SIGNATURE

Date:

Please return the completed form to:

TO BE COMPLETED BY ALL APPLICANTS.

Do you have any criminal convictions? Yes No

CHECK ON CONVICTIONS OR CAUTIONS

A check as to the existence and content of a criminal record may be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in that list.

Please give details (in the space below) of any criminal convictions that you may have which are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence etc.) The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).

Please use additional sheets as necessary

CRIMINAL RECORDS BUREAU

The Criminal Records Bureau, an executive agency of the Home Office, helps employers check records which were previously held by the police, the Department of Health and the Department for Education and Skills.

Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied may necessitate a:

STANDARD DISCLOSURE

These are for positions that involve regular contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

OR

ENHANCED DISCLOSURE

These are for positions with greater contact with children or vulnerable adults, like Teachers, Teaching Assistants or Nursery Nurses, for example. They involve an extra level of checking.

PREVIOUS CHECKS

If a check has been previously carried out for you, please provide the name of the Local Education Authority who undertook it, the outcome and the date it was carried out.

It is not sufficient to give the name of an employment agency (if applicable). If you have a letter giving the result, please attach a copy.

Local Authority Date

Outcome

Have you ever been subject to any sort of investigation by an employer? Yes No

If you have answered "yes" to this question, please give details on a separate sheet.

EQUAL OPPORTUNITIES MONITORING FORM

Post Applied For

Ref No:

Surname or Family Name

Other names

Former Name(s)

Do you consider yourself to have a disability (ie a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities)?

Yes No

To which one of the following age groups do you belong?

Under 20 20-29 30-39
40-49 50-59 60 and over

If you have a disability what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties?

Where did you see this post advertised?

This form will be separated from the main application form and will not be provided to the short-listing panel. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

What is your gender?

Male Female

FOR OFFICIAL USE ONLY:

Which of the following best describes your Ethnic origin? These categories are based on the 2001 census. *Please tick one box only.*

(a) White: British 20 Irish 21 Other 22

(b) Mixed:

White & Black Caribbean 30

White & Black African 31

White & Asian 32

Other Mixed Group 33

(c) Asian or Asian British:

Indian 40 Pakistani 41

Bangladeshi 42 Other Asian 43

(d) Black or Black British:

Caribbean 50 African 51

Other Black background 52

(e) Chinese or other ethnic group:

Chinese 60 Any other ethnic group 70

If "other" please specify:-

Candidate No:

EQUAL OPPORTUNITIES STATEMENT

The LEA supports the Council's belief that its workforce should reflect the Croydon community and that all groups within the community should have equal access to the Council's employment opportunities.

The Council is committed to taking action to eliminate discrimination and, by redressing imbalances, to achieve genuine equality of opportunity. The Council has so far identified that women, disabled people and people from minority ethnic groups are under-represented in certain areas of the workforce. By monitoring our recruitment and the makeup of our workforce, we will ensure that our equal opportunity initiatives are having effect.

Recruitment, selection and promotion procedures are monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

For school based teaching posts, the complaints procedure is outlined in Appendix 2.1 of the "Local Personnel Management in Schools " Handbook. Initial contact should be made in writing to the clerk of the governing body.

GUIDANCE NOTES FOR JOB APPLICANTS

Thank you for your job enquiry

The information you provide on this application form and additional sheets will determine whether you are shortlisted for interview. Please note that CV's will not be accepted.

If you do not understand anything on the form, please ring the School or the telephone number contained in the information pack. A job description and person specification is enclosed with this pack. They should be used in conjunction with these guidance notes when you complete the application form.

PERSONAL DETAILS

Please enter your details fully and clearly so we may contact you about your application.

REFEREES

Give the names and addresses of two referees, one of whom must be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

QUALIFICATIONS AND OTHER RELEVANT TRAINING

Give details of your relevant qualifications and training courses. (You may be asked to produce proof of relevant qualifications if you are interviewed).

Look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training which, although not essential, are relevant to the job.

We are also interested in any relevant courses which did not lead to an examination or qualification and will take into account equivalent education/qualification gained overseas or as part of a vocational training scheme.

APPLICATION DETAILS

Using separate sheets, tell us why you think you can do the job.

- You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.
- You should think very carefully before completing this section and refer to both the job description and person specification.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, do not send in a CV).
- If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.
- You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that can be relevant to the post.
- Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

EXPERIENCE

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, part time, voluntary or holiday work).

IT IS IMPORTANT THAT ANY GAPS IN YOUR WORK HISTORY ARE FULLY EXPLAINED ON THE FORM.

DATA PROTECTION

The information you have supplied on this application form may be processed by computer, or may form the basis of manual records.

This data will be used to produce anonymous statistics in connection with Equal Opportunities and recruitment monitoring.

DISABILITY

The Council welcomes applications from people with disabilities.

Please let us know if you need additional assistance from us in order to complete the application form or prior to attending the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.)

EQUALITIES COMMITMENT Croydon Council has an equal opportunities policy which recognises the Borough is a diverse community within which each person is valued regardless of race, gender, disability, sexuality, religion or age.