

Identifying No:
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Confidential

# Support Staff Job Application Form

PART 1

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed.

### General Data Protection Regulations 2018

Information from this form will be processed in accordance with the GDPR 2018. In signing it you agree to this data being held and processed. If unsuccessful in your application, this data will be retained in our files for a period of 6 months and will then be destroyed in a GDPR compliant manner. If appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by the School in accordance with the regulations as this is a legitimate purpose under contract.

### Vacancy Information

Application for the post of:

Name of School: Tytherington School

### Personal Details

Mr/Mrs/Miss/Ms/Dr	First Names:	Known as:
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Surname:	NI Number:
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Previous Surname(s):

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Birth:

### Telephone Numbers

Home:	Work:
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Mobile:	E-mail address:
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## References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or Headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.

**Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.**

Present/most recent employer\*

\* If you have not previously been employed, please provide details of another referee.

Previous employer/other referee

Organisation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Role in Organisation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

In what capacity does the referee know you?

- Employer/former employer
- Colleague/former colleague or manager but the reference is given on a personal basis
- Personal

In what capacity does the referee know you?

- Employer/former employer
- Colleague/former colleague or manager but the reference is given on a personal basis
- Personal

If the referee knows you by a different name please state:

A reference will normally be taken up from your present/previous employer prior to interview. Please tick the relevant box if you do not want us to contact your referees without your prior agreement.

My present/most recent employer

My previous employer/ other referee

If you are happy for the school to contact your referees before interview, please sign and date to confirm the below:

- You authorise Tytherington School to contact the referees that you have listed to investigate your past employment and professional activities.
- You authorise the referees listed to release relevant employment information, for the purposes of a reference.
- You understand and acknowledge that any offer of employment is conditional upon Tytherington School being satisfied with the information provided as a result of this reference check.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Recruitment Monitoring**

Please indicate where you **first** saw the advertisement for this vacancy (if a newspaper, please state which one):  
\_\_\_\_\_



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# Support Staff Job Application Form

PART 2

**This section of form to be detached prior to shortlisting.**

Application for the post of: _____	Vacancy No: _____
Name of School: _____ Tytherington School	
Surname: _____	Initials: _____

**Current/Most Recent Appointment**

Title of Current Job: _____	Start Date: _____
Current Employer: _____	Salary Range: _____
Employer Address: _____ _____ _____	Current Salary: £ _____
Permanent or temporary contract: _____	Notice Required: _____

**Main Responsibilities**

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**Job related training**

Brief details and dates of any training courses attended, excluding further education.

**Current memberships of institutions/professional bodies**

Please state level of membership, i.e. Graduate, Fellow, and membership number.

**Employment History**

Please enter most recent first and explain any gaps in your employment

Name of Employer, type of business and job title	Dates	Duties and reason for leaving

**Relationship to a Governor of the School, Councillors or employees**

If you have any personal relationship to a Governor or employee of the School, please give their name and relationship. This does not stop a Governor or employee giving a reference. (Any approach to Governors or employees to influence a selection decision will disqualify you).

If Governor: Name

Relationship

If Employee:

Name:

Relationship:

Work location:

Their present job:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Education and training**

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education and training after school (name and town of college/university)			

**Other Information**

Additional skills e.g. languages, sign language, keyboard skills.

Do you have a valid driving licence?    Yes       No  

If yes, please state type of licence \_\_\_\_\_

Does your licence have any endorsements or penalty points?    Yes       No  

If yes, please give details \_\_\_\_\_

**Supporting Information:**

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet.

Activities and interests away from work which may be relevant to the job applied for.



## The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

**Do you have any criminal convictions whether spent or unspent?** Yes  No

If yes please give further information: \_\_\_\_\_

**Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?**

Yes  No

### **Please Note before Completing**

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question: [http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

**\*including cautions, reprimands or warnings**

**If yes please state:**

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within the School you are convicted of a criminal offence you must inform the Headteacher of the School of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

### **Disclosure and Barring Service**

Successful applicants will be asked to apply for a Disclosure from the Disclosure and Barring Service.

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure process can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_