

# CONFIDENTIAL SUPPORT STAFF APPLICATION FORM

<b>SCHOOL:</b>	
<b>POST APPLIED FOR:</b>	
<b>Where did you see this post advertised?</b>	

Please complete this form clearly in **black ink or typescript**. Please do not include a separate curriculum vitae. Please continue on a separate page if needed and indicate any continuation on this form.

## 1 PERSONAL DETAILS

<b>Surname:</b>		<b>First name:</b>	
<b>Previous surname:</b>		<b>Any other previous name changes:</b>	
<b>Title:</b>		<b>NI number:</b>	
<b>Home address:</b>			
<b>Postcode:</b>		<b>Email:</b>	
<b>Telephone number:</b>		<b>Mobile number:</b>	

## 2 EDUCATION & QUALIFICATIONS

Please give details of secondary and further education and qualifications you gave gained or are undertaking, including any GCSEs, "A" levels, Degree or equivalent below.

If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post

<b>Dates attended from (mm/yyyy)</b>	<b>To (mm/yyyy)</b>	<b>Name of school/college/other institution</b>	<b>Qualifications obtained and grade/level</b>

Please give details of any Higher Education and equivalent courses below:

Dates attended from (mm/yyyy)	To (mm/yyyy)	Name of school/college/other institution	Qualifications obtained and grade/level

### 3 LIST ANY OTHER RELEVANT TRAINING UNDERTAKEN

Please give details of any other professional or vocational qualifications you hold that are relevant to your application.

Dates obtained	Qualification and grade/level obtained	Name of awarding body

### 4 CURRENT EMPLOYMENT

Name and address of current/most recent employer or college/school	Job title:	
	Start date:	
	Notice required:	
	Date of leaving (if applic):	
	Basic salary:	
Allowances:		

Please briefly outline your main duties and responsibilities or details of your studies if leaving education:

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Why do you wish to leave your present employment/why did you leave your last employment?

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### 5 EMPLOYMENT DETAILS – PREVIOUS EMPLOYMENT

Start with most recent employment first. If necessary, continue at end of application form until all employment history is shown.

Name of previous employer:		
Post held:		
Dates employed from:	To:	Salary:
Brief details of duties and responsibilities:		
Reason for leaving:		
Name of previous employer:		

<b>Post held:</b>		
<b>Dates employed from:</b>	<b>To:</b>	<b>Salary:</b>
<b>Brief details of duties and responsibilities:</b>		
<b>Reason for leaving:</b>		

<b>Name of previous employer:</b>		
<b>Post held:</b>		
<b>Dates employed from:</b>	<b>To:</b>	<b>Salary:</b>
<b>Brief details of duties and responsibilities:</b>		
<b>Reason for leaving:</b>		

## 6 FURTHER INFORMATION

The information in this section plays an essential part in the selection procedure. It enables you to provide us with the additional information you consider relevant to your application. Please use this space below to detail how you meet the job requirements.

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## 7 PERIODS NOT IN EMPLOYMENT OR TRAINING

You **must** account for every gap in employment or training since leaving secondary school. Please ensure you use this section and continue on another sheet of paper if necessary.

Date		Reason for periods not in employment or training
From	To	

## 8 REFEREES

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is our policy to take up references prior to interview. If you have any concerns about this please contact us. For school references, please give the contact details for the Headteacher.

### Present/Last Employer

<b>Name:</b>			
<b>Organisation/Position:</b>			
<b>Address:</b>			
<b>Email:</b>			
<b>Telephone number:</b>		<b>Mobile number:</b>	

### Second Referee

<b>Name:</b>			
<b>Organisation/Position:</b>			
<b>Address:</b>			
<b>Email:</b>			
<b>Telephone number:</b>		<b>Mobile number:</b>	

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer where you were most recently employed/ volunteered to work with children.

<b>Name:</b>			
<b>Organisation/Position:</b>			
<b>Address:</b>			
<b>Email:</b>			
<b>Telephone number:</b>		<b>Mobile number:</b>	

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

## 9 DECLARATION OF CRIMINAL CONVICTIONS

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. You will be required to provide a Disclosure from the DBS at the appropriate level for the post.

Please complete the enclosed form titled **Additional Job Application Question - Disclosure of Criminal Background**. This form provides further information about the filtering rules. Please note your application will not be accepted without it.

## 10 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The information you have supplied is required for the purpose of recruitment and selection only and is in accordance with Data Protection legislation

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

In addition, in accordance with KCSIE guidance, as part of shortlisting we may carry out an online search as part of our due diligence on shortlisted candidates.

**By signing the declaration at the end of the application form, you give permission for your details to be used in this way.**

If your application is unsuccessful your information will be retained for a period of 12 months in accordance with legal requirements and for administration purposes, after which it will be disposed of using appropriate process.

Under the General Data Protection Regulations 2016 and Data Protection Act 2018 (the Data Protection Legislation) you have a right of access to the information we hold about you for which we may charge a small fee and you have the right to correct any inaccuracies in your information.

If you would like more information about how the school uses your data, please see the Privacy Notice on the school's website.

## 11 FOR PERSONS WHO ARE NOT BRITISH OR EU NATIONALS

If you have any conditions related to your employment please give full details below:

## 12 DECLARATION

Are you related or have a close relationship within The Keys Academy Trust (including staff and Governors): Yes/No      If yes please provide details:

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

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