**Part 1: Employment Application Form**

**Support Staff Vacancy**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, 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 or type. CVs are not accepted.

|  |  |
| --- | --- |
| **Position Applied For:** |  |

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Surname:** | **Forename:** |
| **Date you are able to commence duty (DD/MM/YYYY):** | |  |
| **Home Address:** | | **Contact number:**  **Mobile: Home:** |
| **Email address:** |
| **Eligibility to work in the UK**  Are you free to remain and take up employment in the UK? **Yes**    **No**  Do you require a work permit to work in the UK? **Yes**    **No**  Are you a Swiss/EEA citizen? **Yes**    **No**  If “Yes” to the above, do you have settlement or pre-settlement status?\* **Yes**    **No**  *\*Please note UK and Irish citizens are not required to obtain settlement status.*  *If you are selected for an interview, and before you can commence employment, you will need to provide documentary evidence that you are entitled to work in the UK.* | | |

1. **Work History**

**Current/Most Recent Employment:**

|  |  |
| --- | --- |
| Name and address: |  |
| Job title and summary of responsibilities: |  |
| Start date and end date (if applicable) of this post: |  |
| Salary (include pay scale if school based): |  |
| Notice Period, if appointed: |  |
| Reason for leaving: |  |

**Other Employment 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, with 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 | Full or part-time | Dates (DD/MM/YYYY) | | Reason for Leaving & Salary on leaving (£) |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Please account for any gaps in your employment record:** |
|  |
| **Have you lived or worked outside of the UK for a continuous period of 3 months or more in the last 5 years? If you have, please provide dates, locations and purpose of your stay.** |
|  |

1. **Education & Training**

**Secondary & Higher Education**

*Please provide a full history in date order, most recent first, of your education and qualifications obtained, including your secondary education. Your qualifications will be reviewed in line with the person specification of the role applied for.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of Institution | Dates (DD/MM/YYYY) | | Full or part-time | Courses/subjects taken and passed | Date of examination and qualifications obtained | Age groups for which trained (if applicable) |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also account for any gaps in your education.** | | | | | | |

**Training and/or Other Qualifications Obtained**

*Please supply details of any relevant training and other qualifications undertaken in the last five years.*

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising body | Date(s) | Duration |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Supporting Statement**

|  |
| --- |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:  · The reasons why you are applying for this post.  · The personal qualities and experience that you feel are relevant to your suitability for the post;  · Key responsibilities and achievements in your present or most recent job which are relevant to this application;  · Details of any relevant interests or activities. |
|  |

1. **References**

Please provide details of two people to whom reference may be made. The first referee should be your present or most recent employer. If any of your references relate to your employment at a school or college, your referee must be the Headteacher or Principal. If you are not currently working with children, but have done so in the past, please provide a referee from your most recent employment involving children.

* Please do not name relatives or people acting solely in their capacity as friends as your referees.
* We may request references on shortlisted candidates prior to interview.
* Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and full name:** |  | **Telephone number:** |  |
| **Address and postcode:** |  | **Email address:** |  |
| **Job title:** |  | **Relationship to applicant:** |  |
| I consent to this reference being requested before interview.  Yes:  No: | | | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and full name:** |  | **Telephone number:** |  |
| **Address and postcode:** |  | **Email address:** |  |
| **Job title:** |  | **Relationship to applicant:** |  |
| I consent to this reference being requested before interview.  Yes:  No: | | | |

**Reference Declaration**

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references. Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate.
* Details of the applicant’s current post and salary.
* Performance history.
* All formal time-limited capability warnings which have not passed the expiration date.
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns.
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the referee will be asked for specific details of the concerns and the reasons why they believe the candidate may be unsuitable to work with children.

1. **Additional Information**

**Equalities and Diversity**

The Wandle Learning Trust values the diversity of our students and is proud to inspire them through representative teaching and support staff.  We aim to select all staff on merit, irrespective of race, sex, disability, age, gender reassignment, sexuality or other protected characteristics under the Equality Act 2010. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete the monitoring form in Part 2 of this form and return it with their application; however, completion is optional.

The Academy welcomes applications from disabled candidates. If you have a disability, please indicate any adjustments we might make in order to ensure that the shortlisting process is fair and meets your needs.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Where did you learn of this vacancy?** |  |

1. **Other Key Information**

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

It is the Trust’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a “Confidential Declaration” form and bring it to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

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 Criminal Justice & Courts Services Act 2000.

**Prohibition from Teaching**

If the role you have applied for includes any element of ‘Specified work’, as defined in the Education (Specified Work and Registration) (England) Regulations 2003, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

**Online Searches Following Shortlisting**

In line with the statutory guidance document Keeping Children Safe in Education (2022) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

* a potential safeguarding risk
* their appointment may damage the reputation of the school or;
* they are unqualified for the role they have applied for

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of therecruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of a Google search of the candidate’s name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles

**Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in the Trust’s Privacy Notice and Data Retention Policy. Details of the Data Protection in our organisation is available on our website and you can contact them with any questions relating to our handling of your data.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/) .

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.

**Notes**

1. 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”.
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
3. Candidates recommended for appointment will be required to undertake a satisfactory Enhanced DBS check and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
4. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**8. 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 the post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the data protection guidelines above, and in particular that checks may be carried out to verify the contents of my application form.

By signing below I consent to my named referees being contacted in accordance with section 5 above.

|  |  |
| --- | --- |
| **Signature of applicant:** |  |
| **Print name:** |  |
| **Date:** |  |

*If you do not hear from us within two weeks of the closing date, please assume that your application has not been successful on this occasion.*

*It is the Trust’s policy to retain all applications forms for unsuccessful applicants for a period of six months after which time they are securely destroyed.*

*All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act 2018 and GDPR statutory guidance.*

**THIS PAGE IS INTENTIONALLY BLANK**

**PLEASE SCROLL DOWN TO OUR EQUALITIES AND DIVERSITY FORM**

**Part 2: Equality and Diversity Monitoring**

This section will be separated from part 1. 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. Completion of this form is entirely optional and 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 confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR).

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Role Applied for |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity | Workforce census code | | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| REFU | Refused/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

|  |  |
| --- | --- |
| Assigned Gender | Please  tick |
| Female |  |
| Male |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Gender Identity | Please  tick |
| Female |  |
| Male |  |
| Transgender |  |
| Other, please state  here: | |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Please write in the box) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Do you consider you have a disability? | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
| My disability is: | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long-standing illness |  |
| Other |  |
| Prefer not to say |  |