

Application Form – Support Staff

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'. Before appointment to any role in the School, the School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment and Selection Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

Please ensure that you complete **ALL SECTIONS** of Part 1 and Part 2 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 and return it to the HR Department by post or email recruitment@theleys.net **CVs are not accepted.**

Information for Shortlisting and Interviewing			
Position Applied For			
How did you hear about the position?			
Initials		Surname or Family name	

Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application. Candidates should aim to demonstrate evidence of the skills and qualities specified in the job description and person specification.

Part 1

Current/Most recent employment	
Name, address of employer	
Job title	
Date appointed	
Current salary	
Notice Period	
Date available to start new job	

Employment history

Please provide a full history in date order, most recent first, including any part-time and voluntary work as well as full time employment, with start and end dates, and reasons for leaving. Please include any periods not in employment and explanation for the gap. Please continue on a separate sheet if necessary.

Dates		Employer	Position Held	Reason for Leaving/ Reason for Gaps
From	To			

Education & Qualifications

Secondary /Further Education

Dates		Name of School/College/ University	Qualification / Grade / Date Awarded
From	To		

Job Related Training			
Dates		Institute / Courses Studied	Standard or level achieved, and date awarded
From	To		

Reasons for applying for this post (please refer to letter of application if this information is included here)

Statement in support of application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition to the relevant experience, skills, and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g., governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work, it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

Referees			
<p>Please give details below of two people who can provide information that will confirm your suitability for this post. Where appropriate, one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity. Referees should be someone in the organisation with the appropriate authority to supply a reference. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.</p>			
<p>It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.</p> <p>Please indicate whether you give your consent for references to be requested prior to interview if selected?</p> <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>			
Name		Name	
Referee Position		Referee Position	
Address		Address	
Telephone		Telephone	
Email		Email	
Occupation		Occupation	

PLEASE DO NOT LEAVE THE ABOVE BLANK

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Part 2

Personal Information			
Title		Surname	Forename(s)
Full Birth Name (if different from above)			
Current Address			
Post Code			
Telephone Numbers	Home		
	Work		
	Mobile		
Email address			
National insurance number			

<p>Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to the Proprietor or a governor or senior employee of the school.</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>If YES, please state the nature of relationship and the name of person at the school.</p>	
<p>Would you require sponsorship (previously a work permit) to take up this post?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

Important Information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people.

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".

It is therefore the School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions.

If shortlisted for interview you will be asked to complete a self-declaration form (prior to interview) to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential.

As part of the School's due diligence, the School will also conduct an online search of shortlisted applicants in order to identify applicants who may not be suitable to work alongside children. These searches are only used to check the suitability of shortlisted candidates for working with children and are not used to investigate other areas of a person's life. For further details please see the School's Recruitment and Selection Policy.

Any criminal record information arising out of the disclosure process or information obtained from the School's online search will be discussed with you before any final decision is made about your employment.

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. For further information in respect of the School's approach to the recruitment of ex-offenders please read our [Recruitment of Ex-Offenders Policy](#)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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 and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Further information

If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.

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Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children’s Barred List, DBS, or Teacher Regulation Agency.

Criminal record certificates will only be issued directly to the applicant. The School will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The School abides by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

Applicants are advised to read the School’s [Child Protection \(Safeguarding\) Policy](#) which is available on our School website: [Policies - The Leys](#) to understand fully the duties and responsibilities associated with working in our School, and our Recruitment and Selection Policy for further details on the types of vetting checks that may be carried out if you are successful with your application.

Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. 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. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

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 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 paragraph above, and in particular that checks may be carried out to verify the contents of my application form.	
Signature:	
Name:	
Date:	
PLEASE NOTE: - application forms must be physically signed. If you are submitting your application form electronically, and are shortlisted for interview, you will be asked to physically sign a hard copy of your application form at your interview.	