

GUIDANCE NOTES FOR SUPPORT STAFF APPLICATION FORM

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. **Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary.** If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

Vacancy details

This section may have already been completed, but please check that all the details are complete and correct. If they are not included, please refer to the job advertisement to fill in this section.

Personal details

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

Right to work in the UK: If you are shortlisted for interview at a school, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Qualifications: You will be required to produce original certificates at interview.

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

If you are related to a School Governor or employee, we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Governor or employee of school (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

Education/qualifications

Please enter details starting with the most recent. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Employment History

It is ESSENTIAL that you give full details in chronological order, starting with the most recent, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, extended travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and, where applicable, school and Local Authority.

Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job for which you are applying.

Written references

Please give the name, email and addresses of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Keeping children safe in education' procedures, written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Other relevant information in support of your application

Pick out those aspects of your experience or skills that are **relevant** to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Declaration

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or dismissal if appointed, and possible referral to the police.

The Self-disclosure form and the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (2013)

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. **If shortlisted**, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Recruitment monitoring

Please help us by ticking or completing the appropriate boxes in this section. This information will not be used by those in the selection process and is for statistical purposes only.

We look forward to receiving your application.