**Before you complete this form, please read the guidance notes.**

**Write clearly in black ink/type as**

**this form will be photocopied.**

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| --- |
| **SUPPORT STAFF**  **APPLICATION FORM**    **FOR EMPLOYMENT IN SCHOOLS/**  **EDUCATION ESTABLISHMENTS** |

|  |  |
| --- | --- |
| Job applied for: |  |
|  |  |
| Reference number: |  |
|  |  |
| Closing date: |  |

**Personal Details**

|  |  |
| --- | --- |
| Last name |  |
|  | |
| First name(s) |  |
|  | |
| Address |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Postcode |  | | | |
|  | | | | |
|  | | | | |
| Email address |  | | |
|  | | | | |
| Tel: Home |  | Tel: Mobile |  | |
|  | | | | |
| Tel: Daytime |  | Preferred contact |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you require a work permit to take up employment in the UK | | Yes | |  | No |  |  |
| Please supply details of any work permit currently held including number, validity and expiry date: | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| National Insurance Number |  | | | | | | |
|  | | | | | | | |
| Are you applying for this post as a job share? | | | Yes |  | No |  |  |
|  | | | | | | | |
|  | | | | | | | |
| Are you currently an employee of Islington Council | | | Yes |  | No |  |  |
| or a London Borough of Islington School? | | |
| If yes, please state where: |  | | | | | | |

**Present or most recent employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer  Name and address |  | | | |
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|  |  | | | |
|  | | | | |
| Employed via  LA (Local Authority), agency, self-employed  other (please specify) |  | | | |
|  | | | | |
| Tel |  | Fax |  | |
|  | | | | |
| Email |  | | | |
|  | | | | |
| Post held |  | Grade/spine |  | |
|  |  | point |  | |
|  | | | | |
| Basic salary per annum £ |  | Allowances |  | |
|  | | | | |
| Date started |  | Until |  | |
|  | | | | |
| Notice required |  |  |  | |
|  | | | | |
| Reason for leaving |  | | | |
|  | | | | |
| Brief description of duties |  | | | |
|  | | | |

**Previous employment record**

Start with the most recent and list details of employment since leaving full time education. Do not leave any gaps. If necessary, you should include full time or part time education, training, periods of unemployment and periods for raising a family. Failure to provide full account may lead to your application being rejected.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School/**  **Organisation Name & address** |  | **Employed via**  **LA (Local Authority), agency, self-employed**  **other (please specify)** |  | **From** |  | **To** |  | **Job Title** |  | **Salary** |  | **Reason for leaving** |
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**References**

Please provide full contact details of **two people** who can verify your employment record and can provide an assessment of your suitability for this post, one of whom should be your present headteacher/manager. References may be taken up immediately after shortlisting. Please note the following:

* One reference must be from your present or most recent employer.
* You must provide the **professional email address** for references coming from an employer.
* If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
* If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.
* We reserve the right to approach any of your previous employers for a reference.
* It is the responsibility of the applicant to ensure that all named referees have consented to providing a reference.

|  |  |
| --- | --- |
| **Reference 1**  your current or most recent employer | **Reference 2** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | |  | Name |  | |
|  |  | |  |  |  | |
| Job Title |  | |  | Job Title |  | |
|  |  | |  |  |  | |
| In what capacity do you know this referee |  | |  | In what capacity do you know this referee |  | |
|  |  | |  |  |  | |
| Company/ School name |  | |  | Company/ School name |  | |
|  |  | |  |  |  | |
| Address |  | |  | Address |  | |
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| Postcode |  | |  | Postcode |  | |
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| Email |  | |  | Email |  | |
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| Tel |  | |  | Tel |  | |
|  |  | |  |  |  | |
| Fax |  | |  | Fax |  | |
|  |  | |  |  |  | |
| Employment dates | from |  |  | Employment dates | from |  |
|  | |  |  | |
| to |  |  | to |  |
|  |  | |  |  |  | |
| Can we approach  this referee?\* | | Yes/ No |  | Can we approach  this referee?\* | | Yes/ No |

**\*If you select ‘No’, please provide us with an alternative referee.**

|  |  |
| --- | --- |
| Please state why we cannot  approach your referee 1 or 2. |  |

## Referees will be contacted before the interview unless otherwise stated.

**Reference 3 (alternative)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Company/  School Name |  |
|  |  |  |  |  |
| Address/  Postcode |  |  | In what capacity do you know this referee? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tel |  |  | Email |  |

**Education, Qualifications and Training**

**Secondary/Further**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From |  | To |  | Qualification results with grades |  | School/College/University |
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**Academic/Professional**

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| --- | --- | --- | --- | --- | --- | --- |
| From |  | To |  | Qualification results with grades |  | School/College/University |
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**Other training course attended - including short, in-service training**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From |  | To |  | Qualification results with grades |  | School/College/University |
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**Other qualifications, membership of professional bodies**

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Please continue on a separate sheet if necessary

**Personal Statement**

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the person specification. Explain what you have to offer in terms of your experience, skills and knowledge gained in relevant unpaid or voluntary work, study or training. If you do not write a statement addressing each of the job criteria, you will not be considered for interview.

**Before writing your statement please refer to the guidance notes attached to this application form**

|  |
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**Disclosure of criminal records/sanctions**

**Rehabilitation of Offenders Act**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020 provides that certain minor spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service (DBS) website, [DBS filtering guide](https://www.gov.uk/government/collections/dbs-filtering-guidance).

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore, you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

**Do you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance?** (Including any unspent convictions, cautions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  |

**Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been "banned" from working with children?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  |

**Have you ever been subject to any sanctions imposed by a regulatory body (e.g. Department for Education)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  |

**Are you aware of any police enquiries undertaken, either past or present in the United Kingdom or in any other country following allegations made against you, which may have a bearing on your suitability for this post?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  |

If you have answered **yes** to any of the questions above, in the event of you being shortlisted for this post, you will be required to give full details of your criminal record. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. If applicable, you will be able to discuss any details with the selection panel as part of your interview.

If you are appointed, you will be required to undertake an enhanced DBS with Children's Barred List check. Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence. It is a criminal offence for barred individuals to seek or undertake work with children.

If you require further information, please contact Islington Schools HR helpdesk on 0207 527 2875. Any offer of employment will not be confirmed where there is a failure to give relevant information.

**Are you registered with the DBS Update Service? (You will be required to provide your original DBS certificate if shortlisted for the post)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  |

|  |  |
| --- | --- |
| If yes, please provide your 12 digit DBS certificate number |  |

**Childcare (Disqualification) 2009 Regulations**

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to declare to establish whether you are disqualified under these regulations.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS with barred list check is required for all successful applicants. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

Relatives and Other Interests

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you related to, or do you have a personal relationship with an | Yes |  | No |  |  |
| employee of the school, the governing body, an employee of the council or a councilor? |  | | | | |

|  |  |
| --- | --- |
| Please inform relations name: |  |
| Please inform relations post |  |
| Please inform relationship |  |

**Declaration**

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information, which I give on this application form, may be processed in accordance with London Borough of Islington’s registration under the Data Protection Act.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed |  |  | Date |  |

|  |  |
| --- | --- |
| Name |  |
|  |  |

**Equal Opportunities Monitoring Information**

Please note that this information is processed anonymously in order that we can monitor the effectiveness of our policies and procedures and comply with legislation. We need accurate data on the composition of our workforce to do this. It is important that you complete this page, which is removed from your application form before the shortlisting stage.

|  |  |
| --- | --- |
| **Name** |  |
|  | |
| **Job Reference** |  |
| |  |  | | --- | --- | | **Post title** |  |  |  |  |  |  | | --- | --- | --- | --- | | **How did you find out about this vacancy – if it was** **an advertisement, please name the publication:** |  |  | | |  |  |  |  | | | |

|  |  |
| --- | --- |
| **Date of birth** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sex** | Male |  | Female |  | Trans-gender |  |

**Religion**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Buddhist |  |  | Hindu |  |  | Muslim |  |  | Sikh |  |  | Christian |  |  | Jewish |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Rastafarian |  |  | None |  |  | Other |  |  |  | Prefer not to say |  |

**Sexual Orientation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bi-sexual |  |  | Lesbian |  |  | Gay Man |  |  | Heterosexual |  | Prefer not to say |  |

**Disability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you consider that you have a disability under the** | **Yes** |  | **No** |  |  |
| **Equality Act\* - see below.** | | | | | |

\*The definition of disability according to the Equality Act 2010 is "A physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities". A long-term effect is one that has lasted 12 months, is likely to last 12 months or, is likely to last the rest of the person’s life.

**Additional Information**

We try to make reasonable provisions for people with a disability. If there is any special help that you may require at the interview, please detail below e.g. sign language interpreter, wheelchair access.

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**I would describe my race or ethnic origin as (please tick the appropriate box below)**

|  |  |
| --- | --- |
| White - Any Other White Background |  |
| White - Irish |  |
| White British |  |
| Any Other Ethnic Group |  |
| Asian/Asian British - Chinese |  |
| Asian/Asian British - Indian |  |
| Asian/Asian British - Other Background |  |
| Asian/Asian British - Pakistani |  |
| Black/Black British - African |  |
| Black/Black British - Caribbean |  |
| Black/Black British - Other Background |  |
| Mixed - Any Other Mixed Background |  |
| Mixed - White and Asian |  |
| Mixed - White and Black African |  |
| Mixed - White and Black Caribbean |  |
| Other Ethnic Group - Arab |  |
| Prefer not to say |  |

**Data Protection Act**

We will process all data in compliance with the provisions of the current Data Protection Act. Please sign below to freely give your explicit consent to allow the information, given on this form, to be processed in accordance with London Borough of Islington’s registration under the Data Protection Act for HR and payroll purposes, equal opportunities monitoring and to fulfill statutory requirements, including but not limited to Equalities Act 2010.

|  |  |  |  |  |
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| Signed |  |  | Date |  |