Application for Employment – Education Support Staff



We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

|  |  |
| --- | --- |
| Post applied for:       | Job reference:       |
| School:       | Closing date:       |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s:       | Last name:       |
| Address:       | Previous Name(s):       |
|         | NI Number:       |
|        | Telephone (Daytime):       |
|        | Telephone (Mobile):       |
| Postcode:       | Email address:       |

2. EMPLOYMENT HISTORY - Present or most recent employment

|  |
| --- |
| Name of employer:       |
| Job title:       | Salary:       |
| Dates from / to:  |
| Period of notice / date available to start:       |
| Key responsibilities:       |

Reason for seeking new position/leaving:

|  |
| --- |
|       |

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Job title and brief outline of duties | Name and address of employer | DatesFrom - to(month & year) | Reason for leaving |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Please give details and an explanation for any gaps in your employment history:

|  |
| --- |
|       |

4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | DatesFrom – To(month & year) | Courses/subjects taken | Qualifications/grade |
|       |        |        |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any relevant learning and development.** Please include dates.

(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

|  |
| --- |
|        |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|       |       |
|       |       |

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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***Please continue on a separate sheet if necessary.***

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

**Rehabilitation of Offenders Act**

The school will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with the school.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write ‘none’.

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|       |

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has,” 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”.

Do you have a disability? Yes [ ]  No [ ]

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK? Yes [ ]  No [ ]

Do you require a work permit? Yes [ ]  No [ ]

Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes [ ]  No [ ]

(If yes, give details)

Are you related to any member of staff / governor at the school? Yes [ ]  No [ ]



|  |
| --- |
| If yes, give name and relationship:       |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment regardless of any previous DCC service.If there has been a gap in employment or where you do not have three years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References will be taken up on all short-listed candidates before interview.**

|  |  |
| --- | --- |
| Name:       | Name:       |
| Address:        | Address:        |
| Tel no:       | Tel no:       |
| Email:       | Email:       |
| Occupation/Relationship:       | Occupation/Relationship:       |
| How long have they known you?       | How long have they known you?       |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in 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 the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’:

|  |
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|       |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the school and/or Devon County Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

|  |  |
| --- | --- |
| Signature:        |  Date:       |

Where did you see the advertisement for this post?

**DATA PROTECTION ACT 1998.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE SCHOOL / COUNCIL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE SCHOOL / COUNCIL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 12 MONTHS.

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL**.

|  |
| --- |
| **FOR SCHOOL / OFFICE USE ONLY** |
| Application received: |  / / 20 | Application acknowledged: |  / / 20 |
| Equal Opportunities questionnaire removed and recorded anonymously: / /20 |
| **Shortlisting** |
| Interview date: |  / / 20 |  |
| Shortlisted - Notified of interview date: |  / / 20 | Not shortlisted - Informed of decision: |  / / 20 |
| **Selection**  |
| Yes: offered employment: |  / / 20 | No: Informed of decision: |  / / 20 |
| **Employment checks** |
| Evidence of qualifications received: |  / / 20 | Evidence of eligibility to work in the UK received: |  / / 20 |
| References requested: |  / / 20 | References received: |  / / 20 |
| References satisfactory? | Y / N |  |  |
| Online DBS check: |  / / 20 | DBS check received: |  / / 20 |
| DBS check satisfactory? | Y / N |  |  |
| Medical check sent: |  / / 20 | Medical check received: |  / / 20 |
| Medical check satisfactory? | Y / N |  |  |
| **Appointment** |
| Start date: |  / / 20 | Statement of Particulars sent: |  / / 20 |

*Version date: 4/2017*

## Equality and Diversity Monitoring

**Please complete the form that follows on the next page.**

Freedom from discrimination and equality of opportunity are basic rights. NAME OF SCHOOL is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

**Physical and mental impairments** include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

**Substantial adverse effect** is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried our by most people on a fairly regular and frequent basis.

## Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

**Guaranteed Interview REMOVE IF NOT APPLICABLE**

As a disability confident employer we guarantee to interview all
disabled applicants who meet the essential criteria of the person specification. Please indicate on the application form if you require adjustments for the interview.

##



**First Name(s):**…………………………………………………

**Surname:** …………………………………………………..

**1. GENDER:** Male [ ]  Female [ ]

**2. AGE:** 16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]

45-49 [ ]  50-54 [ ]  55-59 [ ]  60-64 [ ]  65+ [ ]

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick appropriate box)

**Asian or Asian British Mixed**

Indian [ ]  White and Black Caribbean [ ]

Pakistani [ ]  White and Black African [ ]

Bangladeshi [ ]  White and Asian [ ]

Any Other Asian Background [ ]  Any other Mixed background [ ]

**Black or Black British White**

Caribbean [ ]  British [ ]

African [ ]  Irish [ ]

Any Other Black Background [ ]  Any other White background [ ]

**Chinese or Other Ethnic Group**

Chinese [ ]  **If you have answered ‘any other’ in any group**

Any Other [ ]  **please specify below**

 …………………………………………………….

**4. DISABILITY**

Do you consider yourself to have a disability? Yes [ ]  No [ ]

(Please see guidance on the previous page)

**For internal use only**

Job Title: ……………………………………………………..

Vacancy Ref: …………………………………………………….

|  |  |
| --- | --- |
| **Online Checks for Shortlisted Staff** | Description: AI-Learn-to-live-logo_wfed[1] |

**GUIDANCE FOR CANDIDATES**

*“Keeping Children Safe in Education (Statutory Guidance for Schools and Colleges) states that as part of the shortlisting process for recruitment processes schools and colleges should consider carrying out an online search as part of their safeguarding due diligence on shortlisted candidates.”*

The Learn to Live Federation will conduct an online search of all candidates when their application form is submitted, before being shortlisted for interview. This is part of the federations safeguarding checks.

Searches will only reflect information that is ‘publicly available’ and accounts that are unlocked. The online search will cover a period of 5 years.

The online search will include, but is not limited to, the following:

* Facebook
* X (formerly known as Twitter)
* LinkedIn
* Instagram
* Google
* Also entering the candidates name and the following terms into the search engine e.g. Joe Bloggs crown court / Joe Bloggs magistrates court / Joe Bloggs convicted

To ensure a consistent and fair approach the online search will be conducted by a member of the HR team, they will understand how to carry out this check and will have completed Safer Recruitment training.

The Learn to Live Federation will be mindful of incidents or issues uncovered as part of the online search and consider how such information would affect the individual’s suitability to work with children, or their ability to harm the reputation of the school, for example:

* Any content that is extremist in nature or demonstrates support for such views or beliefs;
* Shared views of a discriminatory nature;
* Information that contradicts the candidate’s employment history;
* Information alluding to cautions or convictions as published in the press;
* Images or information that brings their professional integrity into question.

As a result of information being found of the nature mentioned above the Learn to Live Federation will need to consider which of the following two options are appropriate:

1. The content is shared with the shortlisted candidate at interview so that the individual can provide greater clarity and context for the panel to consider alongside the rest of the recruitment process;
2. Due to the nature of the information found the candidate is no longer deemed suitable and is removed from the recruitment process.

If information is found this will be shared with the Designated Safeguarding Lead and interview panel. They will review the information and their decision will be confirmed in writing to the candidate.

If successfully appointed there is no requirement for the Learn to Lived Federation to retain documents such as screen shots or printed pages in the employee’s personnel file. However, the Learn to Live Federation will retain notes made by the Designated Safeguarding Lead and the interview panel that captures how the employee explained any online content and the panel’s decision-making process.

**By submitting your application form you are consenting that the Learn to Live Federation will conduct an online search, as explained above, of publicly available information.**

Please complete the below information to enable the Learn to Live Federation to complete the online checks.

|  |  |
| --- | --- |
|  | Username/ handle  |
| Facebook |  |
| X (formerly known as Twitter) |  |
| LinkedIn |  |
| Instagram |  |
| Google |  |
| Other: |  |