JOB APPLICATION FORM APT/14 – SUPPORT STAFF POSTS

Please return this application form to :

Suffolk County Council

Please read the enclosed Guidance Notes carefully before completing this form.

About the job you are applying for:

Job Title:	**Name of School / Employer:**
Job Reference No:	**Closing date:**

Where did you see the job advertised or hear about it? (Please put one answer only, stating name of publication / website, or define 'other' as applicable)

Newspaper ☐ Website ☐ Word of mouth ☐ Other ☐

……..

Section 1 – Personal information

Are you already an employee of a LA maintained, academy or free school? ☐ Yes ☐ No

If yes, what is your employee payroll number?

Title:	First name(s)
Last name:	Preferred name:

Any former names used (in full):

If you have previously worked as a teacher, please give your Teacher Reference no:

N.I. no:

Address:

Postcode:

Contact telephone numbers: Daytime: Evening:	Mobile no:	Email address:

Flexible Working

Are you applying to do this job on a part time / job share basis? Yes ☐ No ☐

If Yes, please give details of the number of hours/days per week that you wish to apply for:

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If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please give his / her name and contact details:

Section 2 - How you meet the Selection Criteria

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

Section 3 - Work and Other Relevant Experience

Please:

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
- Photocopy these pages if you need to, in order to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.
- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc)

Dates From: To:	Name and address and type of school / establishment:	Post held	Salary details :
Brief description of duties			Reason for leaving:

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Brief description of duties:			Reason for leaving:

Dates From: To:	Name and address and type of school / establishment:	Post held	Salary details
Brief description of duties			Reason for leaving:

Section 4 - Qualifications and Training

Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)

Date (mm/yyyy)	Examination type	Subject(s) – List in box	Grade achieved – List in box
	GCSE		
	AS / A Level		
	Other		

Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)

Date (mm/yyyy)	Qualification and examining body	Subject(s)	Pass level or grade

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for).

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. **Do not send anything now.** Further information will be sent to you should you be invited to interview.

Personal Interests / Hobbies (if relevant to post applied for):

Section 5 – Declarations

Entitlement to Work in the UK

Are you currently eligible to work in the UK? Yes ☐ No ☐

If **Yes**, are there conditions attached (e.g. time limits)? Yes ☐ No ☐

If **Yes**, please give details:

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

Suffolk County Council operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.

Canvassing of Councillors, School Governors or Senior Employees

Canvassing of Councillors, School Governors or Senior Employees of Suffolk County Council by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to and Councillor, School Governor or Senior Employee of Suffolk County Council, giving their name (and School or Directorate if known). Please state None if appropriate.

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Police and Criminal Record

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all * criminal convictions, cautions, bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands and warnings even where they are "spent" as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any cases pending (or where you have been reported for consideration of possible prosecution). An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children's barred list will also be required.

* The amendments to the Exceptions Order 1975 (2013) provide that certain 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 website, https://www.gov.uk/government/publications/dbs-filtering-guidance

Details of criminal convictions, cautions and/or bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands or warnings, and any cases pending:
Please state 'None' if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each separate sheet.

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Transferable Service
The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Date…….. Organisation……..

Section 6 – References
Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five year period**. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.
Give details of additional referees on a separate sheet if necessary

Reference 1:

Name: ……

Address: ……

……

Postcode: ……..

Email: …….

Tel no: ……

Employer ☐ Educational ☐ Personal ☐

School / Organisation:

……

Reference 2:

Name…….

Address: ……

……

Postcode: ……..

Email: …….

Tel no: ……

Employer ☐ Educational ☐ Personal ☐

School / Organisation:

……

It is normal practice to take up references before interview. Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes ☐ No ☐ **Reference 2:** Yes ☐ No ☐

Suffolk County Council operates a policy of open references. This means that you may read any references received in relation to you, on written request.

Section 7 – Health

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

Section 8
Declaration and Data Protection Statement

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signed: …… Date: ……..

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

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EQUAL OPPORTUNITIES

These pages must be detached by the school before considering application against selection criteria.

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

This information is collected for statistical purposes only and will not be used as part of the selection process.

Ethnic Origin
Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

1. British
2. Irish
3. Any other White origin
4. White & Black Caribbean
5. White & Black African
6. White & Asian
7. Any other mixed origin
8. Indian
9. Pakistani
10. Bangladeshi
11. Any other Asian origin
12. Caribbean
13. African
14. Any other Black origin
15. Chinese
16. Gypsy / Traveller
17. Other – please specify
    ……
18. Prefer not to disclose

Your Ethnic Origin Description 1 – 18 ☐

Nationality
Please tell us your nationality
e.g. British Citizen, Portuguese Citizen ☐ Prefer not to disclose ☐

Religion or Belief
Please see guidance notes for more information on why we are asking for this information.

1. Baha I
2. Hindu
3. Jewish
4. Zoroastrian
5. Buddhist
6. Muslim
7. Rastafarian
8. No religion / belief
9. Christian
10. Jain
11. Sikh
12. Humanist
13. Pagan
14. Prefer not to disclose
15. Other (please specify)
    ……...

Your Religion or Belief Description 1 – 15 ☐

Gender

Male ☐ Female ☐

Sexual Orientation
Please see guidance notes for more information on why we are asking for this information.

1. Heterosexual
2. Bisexual
3. Gay
4. Lesbian
5. Prefer not to disclose

Your Sexual Orientation Description 1 – 5 ☐

Disability
The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

Do you have a disability as defined above? Yes ☐ No ☐

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?

Yes ☐ No ☐

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc.)