

Internal use only

Reference no:

Date received:

Please refer to our [Application Information Document](#) for details on completing and returning your application.

Employment Application Form (Support Staff): Part 1

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Please note that CV's alone are not an acceptable form of application. An application form **MUST** be completed.

Please complete the form in black ink or type

Vacancy Job Title	
School Name	
Where did you first learn about this vacancy?	

Initials _____ Surname or Family name _____

1. Current/Most Recent Employment

Name and address of employer	
Job title Please enclose a copy of the job description, if possible	
Date appointed to current post	
Current salary	
Date available to begin new job	

2. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	Full or Part-time	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

Please enclose a continuation sheet if necessary.

3. Secondary Education and Qualifications (e.g. GCSE)

Name of school/college	From	To	Qualifications gained (subject and grade)

4. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

Name of FE college, university or awarding body	Dates		Full or part-time	Qualifications obtained (Subject and grade)
	From	To		

5. Other Relevant Experience, Interests and Skills

A large empty rectangular box intended for the applicant to provide details about their other relevant experience, interests, and skills.

6. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your current, or most recent Headteacher (where relevant) or Line Manager. If you are currently not working with children, please provide a referee with your most recent employment involving children (as applicable). Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

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.

First Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent for this referee to be contacted prior to interview: YES NO

Second Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent for this referee to be contacted prior to interview: YES NO

7. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references. Reference requests sent to your referee will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date.

- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry.
- Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign	
Print	
Date	

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

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 or possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. This is detailed further, and your declaration is required, in Part 2.

**PLEASE NOW COMPLETE PART 2 AND PART 3
OF THE APPLICATION FORM PRIOR TO SUBMISSION.**