

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

Employment Application Form (Support Staff): Part 2

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 complete the form in black ink or type

Vacancy Job Title	
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Part 2

Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

1. Surname or family name	
2. Forenames	
3. Title	
4. Current address	
5. Postcode	
6. Home telephone number	
7. Mobile telephone number	
8. Email address	
9. Do you have a current full clean driving licence? <i>Only applicable for posts that require driving</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10. Do you require sponsorship (previously a work permit)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please provide details under separate cover.

2. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provisions Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above Reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a 'regulated position' under the Criminal Justice and Courts Services Act 2000.

3. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice (including our Data Retention statement) and our Data Protection Policy, which can be found on our website.

The person responsible for Data Protection in our organisation is the Head of Data Protection at Cracknell Law and you can contact them with any questions relating to our handling of your data. You can contact them by e-mail at DPO@westnorfolkacademiestrust.co.uk.

The information you have provided on this form will be retained in accordance with our Privacy Notice (including our Data Retention statement) and our Data Protection Policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](#).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

4. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

5. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in all parts of my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 3 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant: _____

Print Name: _____

Date: _____

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