

## SUPPORT STAFF APPLICATION FORM

**Please use black ink/print when completing this form**

**1.**

Application for  
the post of:

at:  
(School/ College/  
Children's Centre)

**2.**

Last  
Name

First Names

Title

Any Previous Last Names

Address

Post Code:

Daytime tel. no.

Evening tel. no.

Email:

**3. Education (Secondary, Further / Higher)**

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded

**4. Job related training (include membership of professional institutes, vocational and non-vocational courses)**

Institute / Courses studied	From	To	Standard or level achieved and date awarded

## 5. Employment history

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

### Current employer

Employer's name/dept

Address

Postcode

Post held

Date appointed

Salary

Grade (if applicable)

Other allowances

Notice period

**Previous experience** (most recent employer first). **Please include details of gaps in employment here.**

Employer's name and type of business	Post held	Date				Reason for leaving
		From Month	From Year	To Month	To Year	

## 6. Reasons for applying for this post

**7. Statement in support of application**

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

**8. References**

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>		
		Postcode:	<input type="text"/>
Daytime tel. no.	<input type="text"/>	Email:	<input type="text"/>

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Name  Position

Address

Postcode

Daytime tel. no.  Email:

### 9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. 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 on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Please complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

YES

NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership) ?

YES

NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

#### PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
- Copies of the County Council's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- With effect from 17<sup>th</sup> June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by

the DBS Code of Practice and Keeping Children Safe in Education (DfE, 2014) which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Act. By signing this application form you give your consent to this.

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**10. Where did you see the advertisement for this post?**

**11. Further information and declaration**

Do you hold a full UK driving licence?

YES

NO

Would you have use of a car for work?

YES

NO

Would you require sponsorship ( previously a work permit) to take up this post

YES

NO

National insurance number

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority **YES/NO**  
If YES, please state the nature of the relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department or governor or senior employee of the school

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

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*October 2014*