



## SUPPORT STAFF APPLICATION FORM

**SCHOOL:**

**POST APPLIED FOR:**

**Where did you see this post advertised?** \_\_\_\_\_

Please complete this form clearly in **black ink or typescript**. Please do not include a separate curriculum vitae. Please continue on a separate page if needed and indicate any continuation on this form.

### 1 PERSONAL DETAILS

<b>Surname:</b>		<b>First Name:</b>	
<b>Previous Surname:</b>		<b>Any other previous name changes:</b>	
<b>Title:</b>		<b>NI Number:</b>	
<b>Home Address:</b>			
<b>Postcode:</b>		<b>Email:</b>	
<b>Telephone Number:</b>		<b>Mobile Number:</b>	

### 2 EDUCATION & QUALIFICATIONS (most recent first)

Please give details of secondary and further education including any GCSEs or "A" levels or equivalent vocational courses below:

<b>Dates attended from (mm/yyyy)</b>	<b>To (mm/yyyy)</b>	<b>Name of school/college/other institution</b>	<b>Qualifications obtained and grade/level</b>

Please give details of any Higher Education and equivalent courses below:

Dates attended from (mm/yyyy)	To (mm/yyyy)	Name of school/college/other institution	Qualifications obtained and grade/level

### 3 TRAINING AND QUALIFICATIONS

Give details of any other certificates with dates: Vocational training. Professional qualifications , membership of Professional Institutions

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### 4 Employment Details – Current or Last Employment

Name and address of current/most recent employer or college/school	Job Title:
	Start Date:
	Notice Required:
	Date of Leaving (if applic):
	Basic Salary:
	Allowances:

Please briefly outline your main duties and responsibilities or details of your studies if leaving education.

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Why do you wish to leave your present employment/why did you leave your last employment?

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**5 Employment Details – Previous Employment**

Start with most recent employment first. If necessary continue at end of application form until all employment history is shown.

<b>Name of Previous Employer:</b>		
<b>Post Held:</b>		
<b>Dates Employed From:</b>	<b>To:</b>	<b>Salary:</b>
<b>Brief details of duties and responsibilities:</b>		
<b>Reason for leaving:</b>		

<b>Name of Previous Employer:</b>		
<b>Post Held:</b>		
<b>Dates Employed From:</b>	<b>To:</b>	<b>Salary:</b>
<b>Brief details of duties and responsibilities:</b>		
<b>Reason for leaving:</b>		

<b>Name of Previous Employer:</b>		
<b>Post Held:</b>		
<b>Dates Employed From:</b>	<b>To:</b>	<b>Salary:</b>
<b>Brief details of duties and responsibilities:</b>		
<b>Reason for leaving:</b>		

**6 FURTHER INFORMATION**

The information in this section plays an essential part in the selection procedure. It enables you to provide us with the additional information you consider relevant to your application. Please use this space below to detail how you meet the job requirements.

**7 PERIODS NOT IN EMPLOYMENT OR TRAINING**

You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary.

Date		Reason for Periods not in Employment or Training
From	To	

## 8 REFEREES

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is our policy to take up references prior to interview. If you have any concerns about this please contact us.

### Present/Last Employer

**Name:**

Position:

Address:

Post Code:

Telephone No:

E mail:

### Second Referee

**Name:**

Position:

Address:

Post Code:

Telephone No:

E mail:

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer where you were most recently employed/ volunteered to work with children.

**Name:**

Position:

Address:

Post Code:

Telephone No:

Email:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any 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 you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

## 9 DECLARATION OF CRIMINAL CONVICTIONS

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. This post is subject to receipt of satisfactory Enhanced Disclosure clearance obtained from the Disclosure and Barring service

Please complete the enclosed form titled **Additional Job Application Question - Disclosure of Criminal Background**. This form provides further information about the filtering rules. Please note your application will not be accepted without it.

## General Data Protection Regulations (GDPR)

The information you have supplied is required for the purpose of recruitment and selection only and is in accordance with Data Protection legislation.

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 6 months after which it will be disposed of using appropriate process.

If you would like more information about how the school uses your data, please see the Privacy Notice on the school's website.

## 10 FOR PERSONS WHO ARE NOT BRITISH OR EU NATIONALS

If you have any conditions related to your employment please give full details below:

## 11 DECLARATION

Are you related or have a close relationship within the Council (including Councillors and Governors)  
**Yes/No** If Yes please provide details

I have the legal right to live and work in the UK  
Yes/No

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WOKINGHAM BOROUGH COUNCIL SCHOOLS

### STRICTLY CONFIDENTIAL

## ADDITIONAL JOB APPLICATION QUESTION - DISCLOSURE OF CRIMINAL BACKGROUND

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

### Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice \(see, in particular, the section titled 'Exceptions Order'\)](#).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).





## **EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION**

The Council/ Governing Body is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Disclosure and Barring Service. (The Service is an executive arm of the Home Office which carries out criminal conviction checks for employers.) If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Service will also check registers of persons found to be unsuitable to work with children or vulnerable adults which are maintained by the Disclosure and Barring Service Information on the Service, including their Code of Practice by which employers must abide, can be accessed on the internet at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Wokingham Borough Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Information received from the Service will be kept in strict confidence. You will be sent directly the results of your check by the Service.

**Having a criminal record will not necessarily bar you from working with us.** The disclosure of a criminal record will only debar you from appointment if the selection panel, having considered carefully the following factors, determine this. The factors to be taken into account are: a. the responsibilities of the position, b. the vulnerability of children or adults supported, c. the nature of the offence(s), d. the number and pattern of offences (if there is more than one), e. how long ago the offence(s) occurred, f. the age of the offender when the offence(s) occurred.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If the Service check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

## EQUAL OPPORTUNITIES MONITORING PRIVATE AND CONFIDENTIAL

The School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form**. The information will be used for monitoring purposes and will not be available to those involved in the selection process.

This information is collected in line with GDPR guidelines. If you would like more information about how the school uses your data, please see the Privacy Notice on the school's website

	Please complete or select entry
<b>Post Applied For</b>	
<b>Full Name</b>	
<b>Gender:</b>	Female Male
<b>Date of Birth</b>	
<b>Marital Status</b>	Single / Married / Divorced / Separated / Widowed

I would describe my cultural and ethnic origin as: Please select the appropriate description to indicate your cultural background.	
White - British	
White - Irish	
Any Other White Background	
White and Black Caribbean	
White and Black African	
White and Asian	
Any Other Mixed background	
Indian	
Pakistani	
Bangladeshi	
Any Other Asian Background	
Black Caribbean	
Black - African	
Any Other Black Background	
Chinese	
Any Other Ethnic Group	
<p>The school seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:</p> <p>Do you consider you have a disability? Yes/ No (If yes, please provide details below)</p>	
<p>Printed Signature:</p> <p>Date:</p>	