

HR ref no. |

Office use only

# Support Staff Application Form

PLEASE COMPLETE IN BLACK INK OR TYPE.

Safeguarding and protecting our children and young people from harm is central to the Academy's ethos. All staff and volunteers are expected to ensure that the children and young people are safe and cared for.

Please note that checks may be carried out to verify the contents of your application form. All staff and volunteers are expected to undertake an Enhanced DBS check.

Job title Academy

Where did you see this post advertised?

## PERSONAL DETAILS

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Address \_\_\_\_\_ Preferred title Mr / Mrs / Miss / Ms / Dr / Other

Daytime phone no. \_\_\_\_\_

Evening phone no. \_\_\_\_\_

Mobile phone no. \_\_\_\_\_

Post code \_\_\_\_\_ e-mail \_\_\_\_\_

If you are selected for interview, how would you like to be contacted? e-mail  Letter

## NATIONAL INSURANCE NUMBER

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## ELIGIBILITY TO WORK IN THE UK

Do you have permission to work in the UK? Yes  No

If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK:

## POSITIVE ABOUT DISABILITY

The Academy is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the recruitment criteria for appointment will be offered an interview.

If you consider that the provisions of the Equality Act 2010 apply to you, please tick here.

If you require assistance at any stage of the process, please contact the HR team or provide details below.

## REFERENCES

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, eg the name of your Course Tutor(s)/Headteacher or a suitable professional. It is our policy to contact referees prior to interview wherever possible. If you do NOT wish your references to be taken up prior to interview, please tick the box.

PRESENT (MOST RECENT) EMPLOYER

PREVIOUS EMPLOYER

Name \_\_\_\_\_ Name \_\_\_\_\_

Capacity known to you \_\_\_\_\_ Capacity known to you \_\_\_\_\_

Organisation \_\_\_\_\_ Organisation \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ Telephone no. \_\_\_\_\_

e-mail \_\_\_\_\_ e-mail \_\_\_\_\_

# Employment History

## CURRENT/MOST RECENT EMPLOYMENT

You do not need to repeat these details in the Previous Employment section.

Employer's name and address	Your job title
	Grade <span style="float: right;">Current salary</span>
	Date appointed <span style="float: right;">Notice period</span>

Main duties

Reason for leaving

May we contact you at work if necessary?    Yes     No     Contact no.

## PREVIOUS EMPLOYMENT

Please indicate with a ✓ in the last column, your consent for additional references to be taken up at the discretion of the Academy. (This will only be done in specific circumstances)

Employer's name and address (Most recent first)	Job title and brief description of duties	Date From/to	Reason for leaving	✓

Please continue on separate sheet if required.

# Supporting Statement

## **SUPPORTING STATEMENT**

Please use the space below to outline how you feel you meet the criteria of the job you are applying for. Please structure your statement as follows:

- Start with how you feel you meet the criteria of the job role – detailing any relevant skills, experience or training that you have. Please try and address each point in the Job Description and Person Specification in order. If there is not a Job Description or Person Specification please use the space below to summarise any additional information necessary to describe your vision of the role to suit the needs of the Academy.
- In a separate paragraph(s), please include any other detail that you feel is relevant to your application.
- If additional space is required, please continue on a separate sheet, ensuring that your name and the title of the job you are applying for is clearly marked at the top of the sheet.

Please complete this section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

## EDUCATION/QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Dates	Name of school/college/university/ awarding body/grade of membership	Qualification obtained including grade and level (If shortlisted, you will be required to provide proof of any relevant qualifications)

## OTHER TRAINING/SHORT COURSES

Dates	Course title and duration

Please continue on a separate sheet if required.

Are you related to or well known to a member of staff, School Governor, or Trustee ? Yes  No

If 'yes', please provide Name \_\_\_\_\_ Relationship \_\_\_\_\_

All forms of canvassing may disqualify candidates from appointment, e.g. you must not ask a Governor, Trustee or employee of the Academy to use their influence to help you get a job.

### REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These 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.

**Have you ever been convicted of a criminal offence which is not 'protected'** Yes  No

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### DATA PROTECTION LEGISLATION

**The information you have provided will be held in compliance with the Data Protection Act 1998.**

If you have previous Local Government service or other service which counts as continuous, the Academy will seek confirmation from your last Authority of your date of employment for continuous service purposes, in the event of you being offered a post. You are deemed to have given your consent by signing this application form.

### CERTIFICATE OF INFORMATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory recruitment clearances including Disclosure & Barring Service where applicable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application form to:  
recruitment@leaf.bournemouth.sch.uk

or to: HR Team  
LeAF Campus -Oak Academy  
Duck Lane, Bournemouth. BH11 9JJ