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Description automatically generated

***Internal use only***

Reference no:

Date & time received:

# **Employment Application Form: Support Staff**

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 ensure that you complete all sections of Part 1 and Part 2 of the application. 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, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. **CVs/Resumes are not accepted.**

By submitting your application, the data within this application form may be shared with organisations/ individuals who have a specific role to play in the recruitment process and may include organisations/ individuals who are external to the BUC/NEC/SEC.

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| **Vacancy Details** | | | |
| **Job Title** |  | **School** |  |
| **Closing Date** |  | | |

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| **Advertising Origin** | |
| **Where did you hear about this vacancy?** |  |

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| **Personal Details** | |
| **Title** | Mr 🗌 Mrs 🗌 Ms 🗌 Dr 🗌 Other 🗌 (State) |
| **Surname** |  |
| **Forenames** |  |
| **Former surnames** |  |

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| **Home Address** |  | | | |
|  | | | **Postcode** |  |
| **Current Address**, if different from above | |  | | |
|  | | | **Postcode** |  |

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| **Contact**  **Telephone Numbers** | **Daytime** | **Evening** | **Mobile Number** |
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| **Personal email** |  | | |
| **Work email** |  | | |

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| **National Insurance Number** |  |  |  |  |  |  |  |  |  |

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| **Relationships** | | | |
| **Are you related to or have a close personal relationship to an employee or governor of the school?** | Yes 🗌  No 🗌 | **If yes, please state their name and relationship to you.** |  |

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| **Letter of Application** |
| Please enclose a letter of application, based on the Job Description and Person Specification contained in the Candidate Pack, detailing your experience and suitability for the position (no more than 2 pages). ***CVs/Resumes will not be accepted.*** |

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| **Present or Most Recent Employment** | | | | | |
| **Name and address of employer** |  | | | | |
| **Telephone number** |  | | | | |
| **Job title** |  | | | **Salary** |  |
| **Date from** |  | **Date to** |  | **Notice Period** |  |
| **Reason for leaving** |  | | | | |
| **Please provide brief details of duties and responsibilities, highlighting current particular achievements.** |  | | | | |

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| **Past Employment History & Experience**  Beginning with the next most recent, please provide a full employment history in date order. All periods since leaving full-time education should be accounted for, including unemployment (please give explanations), voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary). | | | |
| **Name, address and tel no. of employer** |  | | |
| **Job title** |  | **Salary** |  |
| **Date from** |  | **Date to** |  |
| **Reason for leaving** |  | | |
| **Please provide brief details of duties and responsibilities** |  | | |

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| **Name, address and tel no. of employer** |  | | |
| **Job title** |  | **Salary** |  |
| **Date from** |  | **Date to** |  |
| **Reason for leaving** |  | | |
| **Please provide brief details of duties and responsibilities** |  | | |

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| **Name, address and tel no. of employer** |  | | |
| **Job title** |  | **Salary** |  |
| **Date from** |  | **Date to** |  |
| **Reason for leaving** |  | | |
| **Please provide brief details of duties and responsibilities** |  | | |

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| **Name, address and tel no. of employer** |  | | |
| **Job title** |  | **Salary** |  |
| **Date from** |  | **Date to** |  |
| **Reason for leaving** |  | | |
| **Please provide brief details of duties and responsibilities** |  | | |

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| **Name, address and tel no. of employer** |  | | |
| **Job title** |  | **Salary** |  |
| **Date from** |  | **Date to** |  |
| **Reason for leaving** |  | | |
| **Please provide brief details of duties and responsibilities** |  | | |

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| **Name, address and tel no. of employer** |  | | |
| **Job title** |  | **Salary** |  |
| **Date from** |  | **Date to** |  |
| **Reason for leaving** |  | | |
| **Please provide brief details of duties and responsibilities** |  | | |

Please enclose a continuation sheet if necessary.

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| **Gaps in education/employment** | |
| **If there are gaps in your education/ employment history, please explain here, eg, looking after children, sabbatical year, etc** |  |

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| **Current membership of professional bodies** |
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| **Secondary Education and Qualifications** | | | |
| **Examinations passed** | **From** | **To** | **Subjects and grades** |
| **GCSE/’O’ level or equivalent** |  |  |  |
| **’A’ level or equivalent** |  |  |  |
| **Other (please specify)** |  |  |  |

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| **Further and Higher Education** | | | | | |
| **Name and address of university, college and/or university education department** | **Dates** | | **Full or part-time** | **Courses/subjects taken and passed** | **Date of examination and qualifications obtained** |
| **From** | **To** |
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Applicants invited for interview will be required to produce documentary evidence of their qualifications.

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| **Professional courses attend and/or delivered**  Please list relevant courses attended/delivered in the past 3 years | | | |
| **Subject and organising body** | **Trainer or trainee** | **Date(s)** | **Duration** |
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Add more rows, as required.

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| **Other Relevant Experience, Interests and Skills**  Please give details of other relevant interests/hobbies/skills/experience, including leisure time activities and voluntary work. |
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| **Arrangements for interview**  (Please give details)  If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work-based exercise? Yes: ☐ No: ☐  If yes, please specify in box below, (e.g. ground floor venue, sign language, interpreter, audio loop, etc): |
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| **Pension** | |
| **Are you in receipt of a Teachers’ Pension?** | No 🗌 Yes 🗌  If yes, please give specific reason and date. |

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| **References**  Please provide details of **TWO** people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. 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. |

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| **First Referee (Current employer)** | |
| **Title and name** |  |
| **Type of reference** | 🗌 Employer 🗌 Character |
| **Period of time the reference will cover** (how long has the referee known you?) |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job title** |  |
| **Relationship to applicant** |  |

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| **Second Referee** | |
| **Title and name** |  |
| **Type of reference** | 🗌 Employer 🗌 Character |
| **Period of time the reference will cover** (how long has the referee known you?) |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job title** |  |
| **Relationship to applicant** |  |

**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 referees 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 school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

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| **Declarations** |

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Governing Body or school directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Governing Body and School or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:

Date:

Dorcas Dawati

Office Manager

Harper Bell Seventh-day Adventist School

29 Ravenhurst Street

Camp Hill

Birmingham

B12 0EJ

Tel: 0121 693 7742

Email: [d.dawati@hbsda.bham.sch.uk](mailto:d.dawati@hbsda.bham.sch.uk)

*E-mailed applications will be acknowledged. Posted forms will only be acknowledged if a stamped addressed envelope is enclosed on return. If you do not receive notification within six weeks from the closing date, you should assume that your application has been unsuccessful.*

NB: Please remember to complete Part 2 and return the recruitment monitoring form.

**The start date for this position is September 2024.**

**In-person school tours are available.**

To make an appointment to view the school contact: Dorcas Dawati, Office Manager on 0121 693 7742 or email: [d.dawati@hbsda.bham.sch.uk](mailto:d.dawati@hbsda.bham.sch.uk)

**Interviews will take place week commencing 20 May 2024.**