

**teachinharrow.com**

# **Employment Application Form**

# **Support Staff Position**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all candidates to share this commitment.

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| --- | --- |
| **POSITION(S) OF INTEREST:** |  |

1. **PERSONAL INFORMATON**

|  |  |
| --- | --- |
| Surname: |  |
| All forenames: |  |
| Title: |  |
| Home address: |  |
| Town/City: |  | |
| County: |  | |
| Country: |  | |
| Postcode: |  | |
| Home telephone number: |  | |
| Mobile telephone number: |  | |
| Email address: |  | |
| NI number: |  | |
| Are there any restrictions on your rights to work in United Kingdom (UK)? If YES, please provide further information | * No * Yes | |
| Have you lived or worked abroad since the age of 10? If so please provide dates and country. | * No * Yes | |

1. **PERSONAL STATEMENT IN SUPPORT OF APPLICATION**

Please explain how your knowledge, skills, experience and abilities, gained in paid or unpaid works, study or training will enable you to carry out your role

Personal statement continued

1. **YOUR PREFERENCES FOR TEACHING IN HARROW**

Tick all that apply or **NO PREFERENCE.**

|  |  |
| --- | --- |
| School size | * **NO PREFERENCE** * 1-2 form of entry * 2-3 forms of entry * 3-4 forms of entry |
| School types you would consider: | * **NO PREFERENCE** * LA maintained * Academy   *(Following LA pay, terms and conditions)*   * Academy   *(Separate pay, terms and conditions)*   * Free school * Faith school   *(Catholic, Hindu, CofE, Muslim, Jewish)*   * EYFS * KS1 only * KS2 only * Primary * Primary school with an SEN unit   *(e.g. ASD, SLT)*   * Special school |

1. **CURRENT/MOST RECENT EMPLOYER**

|  |  |
| --- | --- |
| Name of school/employer: |  |
| Address of school/employer: |  |
| Contact number of school: |  |
| Position held and brief description of role: |  |
| Dates of employment: |  |

1. **PREVIOUS RELEVANT EXPERIENCE RELEVANT TO THIS APPLICATION**

|  |  |
| --- | --- |
| Name of school/employer: |  |
| Address of school/employer: |  |
| Contact number of school/employer: |  |
| Position held and brief description of role: |  |
| Dates of employment: |  |

|  |  |
| --- | --- |
| Name of school/employer: |  |
| Address of school/employer: |  |
| Contact number of school/employer: |  |
| Position held and brief description of role: |  |
| Dates of employment: |  |

1. **QUALIFICATIONS, TRAINING AND STATUTORY INDUCTION PERIOD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of qualifications obtained** | | | | | |
| Name of college, university or other institution location | Inclusion dates  Month & Year | | Degree/Other | Grade/Class  (state if still in progress) | Age range |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary school or equivalent education** | | | | |
| Name of school/college and location | Date achieved | Examinations type | Subject | Grade |
|  |  |  | Maths |  |
|  |  |  | English |  |
|  |  |  | Science |  |
|  |  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| **Details of any relevant short courses attended that will aid you in your role** | | |
| Date | Course type | Provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **GAPS IN YOUR EDUCATION & EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Details of any gaps in your education or employment** | | |
| Date From | Date to | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **REFEREES**
2. Please provide details of one referee who can comment on your knowledge, skills, experience and abilities that involves working with children. **This should normally be from a Headteacher at your current or most recent teaching position.** References will not be accepted from relatives or from people writing solely in the capacity of friends.

|  |  |
| --- | --- |
| **Referee** |  |
| Title and name of person: |  |
| Position/Status: |  |
| Name of school/employer: |  |
| Address & Postcode: |  |
| Email address: |  |
| Telephone number: |  |
| Relationship to applicant: |  |
| I consent for this reference to be requested before the interview with the school. | * Yes |

**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 or past 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.

**By signing the below I consent to my named referee being contacted in accordance with the above**

|  |  |
| --- | --- |
| **Sign:** |  |
| **Print Name:** |  |
| **Date:** |  |

**You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.**

1. **COMPLUSORY DELCARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

It is the schools’ 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.](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

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 Provision 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 & Courts Services Act 2000.

1. **Prohibition from Teaching**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

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

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

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 via the ‘Talk To Us’ page on the website. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/).

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.

1. **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 undertake 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.

(e) In reaching a decision the employer will use any information in the public domain, including social media and internet search engines. By submitting this application, you are giving consent to this.

1. **DECLARATION**

I confirm that, to the best of my knowledge and belief, all particulars included in my application are complete and accurate. I understand that failure to disclose any relevant information, or the provision of false information, could result in in the withdrawal of any offer of employment, or summary dismissal without notice if I am in post, and possible criminal prosecution.

I understand that checks will be carried out to verify the contents of my application form.

I agree that information I have provided may be held and used for personnel reasons and in accordance with the Data Protection Act and General Data Protection Regulation.

|  |  |
| --- | --- |
| **Signature of applicant:** |  |
| **Print name:** |  |
| **Date:** |  |

1. **WHERE DID YOU HEAR ABOUT TEACH IN HARROW?**

* Search engine
* Referral from one of our schools
* Social media, please specify (Linkedin, Facebook, Instagram, Twitter)
* University / Recruitment Fair / Event
* Email
* Advertising (banners, billboards, leaflets, posters etc.)
* Friend/Family
* Other, please specify

**EQUALITY AND DIVERSITY MONITORING**

This section will be separated from the application form. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR).

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity | Workforce census code | | Please tick |
| White | WBRI | British, English, Welsh, Northern Irish, Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other white background |  |
| Mixed | MWBC | White and black Caribbean |  |
|  | MWBA | White and black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refused/Prefer not to say |  |
| OOTH | Any other ethnic group |  |

|  |  |  |
| --- | --- | --- |
| Sexual orientation | Please  tick | |
| Bi-sexual | |  | |
| Gay man | |  | |
| Gay woman | |  | |
| Heterosexual | |  | |
| Other | |  | |
| Prefer not to say | |  | |

|  |  |
| --- | --- |
| Gender | Please  tick |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Personal relationship | Please  tick |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Religion or belief | Please tick |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant, Orthodox and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Write in) |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Disability  Do you consider that you have a disability? | Please tick |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
| **My disability is:** |  |
| Physical impairment | |
| Sensory impairment |  |
| Mental health condition |  |
| Learning disability/difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |