

APPLICATION FOR SUPPORT STAFF EMPLOYMENT

GFM Education pursues a policy of equality of opportunity

We do not accept CVs. Your application may be returned if **all** sections of the application are not filled in. Attachments are not to be used as an alternative to leaving a box blank. This may result in your application being deemed unsuitable and will not be considered further.

Post applied for	<input type="text"/>
School/Location	<input type="text"/>

1. PERSONAL DETAILS

Surname	<input type="text"/>	First Names	<input type="text"/>
Title	<input type="text"/>	Any previous Surnames	<input type="text"/>
Address	<input type="text"/>		
E-mail	<input type="text"/>		
Daytime tel. no.	<input type="text"/>	Evening tel. no.	<input type="text"/>
Mobile	<input type="text"/>	NI Number	<input type="text"/>

Reasons for wishing to move on to a new employer?	<input type="text"/>
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2. EDUCATION (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. 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					
Address					
Post held		Date appointed			
Salary		Notice Period			

Previous experience (most recent employer first)

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

Continue on separate sheet if required

Please include details of all gaps in employment here	Date From		Date To	
	Month	Year	Month	Year

Continue on separate sheet if required

5. REASONS FOR APPLYING FOR THIS POST

6. EXPERIENCE AND PERSONAL SKILLS

Please give details of all your experience, skills and abilities relevant to the post applied for.

If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc.

7. ADDITIONAL INTERESTS (Such as membership of any club, leisure activities and hobbies)

8. FURTHER INFORMATION

Do you hold a full UK Driving licence?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Would you have the use of a car for work?

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

Where did you see the advertisement? _____

Canvassing in any form may disqualify you from employment. If you have a direct relationship with a member of staff please state their name(s) and the nature of the relationship (ie friend, family):

9. Rehabilitation of Offenders Act 1974 (Exceptions) 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 carefully;

- 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**. 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.**
- With effect from 17 June 2013 criminal records certificates will only be issued directly to the applicant. Bay House School request that you present your certificate upon receipt and we will record the Disclosure number and issue date and retain this information 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, 2016) 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.

10. REFERENCES

Please give details 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. Please avoid personal referees. **If you are/have worked in an education setting or with children, please ensure this organisation is included as one of your referees.** Current or previous employers will be asked about disciplinary investigations and procedures relating to children including penalties that are "time expired" and any child protection concerns. [Please be aware that we reserve the right to contact previous employers to verify particular experience or qualifications whether or not you have included them as a referee.](#)

Please ensure your referee has consented to you providing them as a contact and that **information provided is the most up to date** (ie telephone and email addresses).

[Our preference is to request references by email – please provide an email address where possible](#)

Reference 1

Name	<input type="text"/>	Position	<input type="text"/>
Capacity in which known to you	<input type="text"/>		
Organisation	<input type="text"/>		
Address	<input type="text"/>		
Email address	<input type="text"/>		
Daytime tel. no.	<input type="text"/>		

Reference 2

Name	<input type="text"/>	Position	<input type="text"/>
Capacity in which known to you	<input type="text"/>		
Organisation	<input type="text"/>		
Address	<input type="text"/>		
Email address	<input type="text"/>		
Daytime tel. no.	<input type="text"/>		

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 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.

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

Signature of Candidate _____

Date _____

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure & Barring Service check along with other relevant employment checks.

[Please page down for 2 further documents that will need to be submitted as part of your application.](#)

We shall acknowledge receipt of electronic applications within 24 hours (working days), if you do not receive an acknowledgement within this timeframe please telephone 02392 505249

Unfortunately it is not possible for us to provide feedback on individual applications

SAFEGUARDING CHILDREN

GFM Education is committed to safeguarding and promoting the welfare of children and expects that all adults working in our Schools will share this commitment. Our recruitment procedures incorporate certain measures that reflect this. Please answer the following questions. Incomplete or misleading responses may jeopardise your possible employment.

- | | | | | |
|---|--------------------------|------------|--------------------------|-----------|
| 1. Have you been barred from working with children? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Are you included on 'List 99'? (Barred register) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Are you subject to any sanctions imposed by a professional regulatory body, eg the General Teaching Council? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Are you aware of any reasons why you would not be considered as suitable to work with children? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Have you ever completed a DBS Enhanced Disclosure? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

If you have completed a DBS Enhanced Disclosure, please give the date

- | | | | | |
|---|--------------------------|------------|--------------------------|-----------|
| 6. Have you ever had any convictions, cautions or bind overs? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|---|--------------------------|------------|--------------------------|-----------|

If you answered YES to question 6, please give details of dates and circumstances (including 'spent' convictions) on the separate disclosure form

- | | | | | |
|--|--------------------------|------------|--------------------------|-----------|
| 7. Have you ever been the subject of a police investigation for anything relating to the safety of children, young people and/or your place of employment? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--|--------------------------|------------|--------------------------|-----------|

If you answered YES to question 7 please give details of dates and circumstances on the separate disclosure form

- | | | | | |
|---|--------------------------|------------|--------------------------|-----------|
| 8. Have you lived, worked or been on holiday outside of the UK in the proceeding ten (10) years and stayed in any one country for a period of more than 3 months? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|---|--------------------------|------------|--------------------------|-----------|

If you answered YES to question 8 and are successful at interview, you may be required to obtain an overseas check from police or judicial authorities, government departments or your Home Embassy in the country or countries concerned.

Date of Birth (dd/mm/yy) _____

We require your date of birth only in relation to our safeguarding processes should you be shortlisted. It will not be used for any other purpose in relation to your application.

Please be aware that if you are short-listed for a post at this School, previous employers may be contacted to verify your employment history, experience and qualifications. They may also be asked to provide details of any disciplinary offences relating to children, including any in which the penalty is 'time expired' and any child protection concerns, including the outcome of any enquiry.

You will be asked to bring documents verifying your identity and qualifications to interview if possible.

Name (please print)

Signature

Date

Equal Opportunities Monitoring

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately. This information will be treated confidentially and will not be used in any part of the selection process.

Name (please print clearly)

Position applied for

Please tick the following as appropriate

Gender: Male Female
Nationality: British Irish Other EU country Other Non EU country

Ethnicity - please indicate your ethnic origin:

<p>A White</p> <p><input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British {WBRI}</p> <p><input type="checkbox"/> Irish {WIRI}</p> <p><input type="checkbox"/> Other White background {WOTH}*</p> <p><input type="checkbox"/> Gypsy/Irish Traveller</p>	<p>B Mixed</p> <p><input type="checkbox"/> White & Black Caribbean {MWBC}</p> <p><input type="checkbox"/> White & Black African {MWBA}</p> <p><input type="checkbox"/> White & Asian {MWAS}</p> <p><input type="checkbox"/> Other Mixed / Multiple Ethnic background {MOTH}*</p>	<p>C Asian & Asian British</p> <p><input type="checkbox"/> Indian {AIND}</p> <p><input type="checkbox"/> Pakistani {APKN}</p> <p><input type="checkbox"/> Bangladeshi {ABAN}</p> <p><input type="checkbox"/> Other Asian background {AOTH}*</p> <p><input type="checkbox"/> Chinese {CHNE}</p>
<p>D Black & Black British</p> <p><input type="checkbox"/> Caribbean {BCRB}</p> <p><input type="checkbox"/> African {BAFR}</p> <p><input type="checkbox"/> Other Black background {BOTH}*</p>	<p>E Arab or any other ethnic group</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other ethnic group {OOTH}*</p>	<p><input type="checkbox"/> I do not wish to disclose my ethnic origin {REFU}</p>

* Please indicate any other ethnic background:

Sexual Orientation - please indicate your sexual orientation:

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Transsexual	<input type="checkbox"/> Bisexual
<input type="checkbox"/> Gay	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Other
<input type="checkbox"/> I do not wish to disclose my sexual orientation		

Disability

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities. Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process and during employment.

Do you consider yourself to have a disability?

Yes No I do not wish to disclose my disability data

The above information will not be shared with the selection panel prior to interview