# Application for 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 complete clearly in typescript or black ink. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

Please return this form to [**jobs@st-georges-academy.org**](mailto:jobs@st-georges-academy.org)

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| **POST DETAILS** | |
| Post applied for: |  |

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| **PERSONAL DETAILS** | | | |
| Title: | |  | |
| Forename: | |  | |
| Surname: | |  | |
| Previous name(s) known by: | |  | |
| Home address including postcode: | |  | |
| Telephone No: |  | Mobile No: |  |
| Email address: |  | National Insurance No: |  |
| Date of birth: |  | Teacher No:  Where applicable |  |

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| **Do you have a car / transport available for work?** | Yes / No |
| **Are you in possession of a valid current and clean driving licence?** | Yes / No |

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| **EDUCATION AND QUALIFICATIONS** |
| Please include in chronological order from secondary school. You will be required to provide original documentary evidence of any qualifications / memberships. |

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| Secondary School/College  /University | Dates | | Qualification Achieved | | |
| From | To | Subject | Qualification (e.g. GCSE) | Grade |
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| **TRAINING AND PROFESSIONAL DEVELOPMENT** | | | | |
| Please give details of training or professional development undertaken in the last 3 years that are relevant to your application. | | | | |
| **Course Title** | **Dates** | **Duration** | **Qualification Obtained** | **Provider** |
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| **QUALIFICATION AND PROFESSIONAL MEMBERSHIPS** | |
| Professional Membership Body:  E.g. TRA, CIPD |  |
| Title of Qualification / Membership Grade:  E.g. QTS or HLTA status / CIPD Associate Member |  |
| Date qualification awarded:  (Month & Year) |  |

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| **CURRENT EMPLOYMENT -** Please enter n/a if not applicable | | | | | | | |
| Employer’s name and address: | |  | | Date started: | | |  |
| Job Title: | |  | | | | | |
| Salary including any additional responsibility allowances: | |  | | Notice Required: | | |  |
| Type of School: | |  | | Number on roll: | | |  |
| Single / mixed sex: | |  | | Age range taught: | | |  |
| Summary of main duties: | | | | | | | |
| Reason for leaving / seeking a new role: | | | | | | | |
| **PREVIOUS EMPLOYMENT**  Please include in chronological order and continue on a separate sheet if necessary. | | | | | | | |
| Employer | Job Title and additional responsibility where applicable | | Dates  (month & year) | | | Reason for Leaving | |
| From | | To |
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| **PERIODS OF UNPAID ACTIVITY**  Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling | | |
| Details | Dates (month & year) | |
| From | To |
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| **ADDITIONAL INFORMATION**  Please provide any additional information relevant to this application, together with details of your reasons for applying for the post. You may wish to explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying. Please continue on a separate sheet if necessary. |
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| **REFERENCES** |
| Please supply contact details for a minimum of two referees. One referee must be your current or last employer or if you have never had an employer, a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be the Head Teacher or Principal. A referee must not be a relative or partner. Please note all references will be taken up after shortlisting and before interview. We may request additional references. Please also be aware that we may check your social media footprint as part of the selection process. |
| **Referee 1 - Current or Most Recent Employer** |

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| Name: | Organisation: |
| Email: | Address: |
| Mobile or daytime number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |
| **Referee 2** | |
| Name: | Organisation: |
| Email: | Address: |
| Mobile or daytime number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |
| Disclosure and barring and recruitment checks | |
| The Academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the St George’s Academy privacy notice.  **Do you have a DBS certificate?:** ☐ Yes ☐ No Date of check:  **Are you part of the DBS Update Service ?:** ☐ Yes ☐ No  Please note that it is the Academy’s policy to undertake our own DBS checks where a new starter is not part of the DBS Update Service. Where part of the update service, you will be asked to give consent for us to undertake a check for any new information and will be required to present your original DBS certificate.  If you’ve lived or worked outside of the UK in the last 5 years, the Academy may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐ Yes ☐ No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. | |

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| Time spent living and/or working overseas |
| If you’ve lived and/or worked outside of the UK, the Academy must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |

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| right to work in the uk |
| The Academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

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| relationship to the Academy | | |
| Please list any personal relationships that exist between you and any of the following members of the Academy community:   * Governors * Senior Staff * Staff   If you have a relationship with a governor or staff member, this does not necessarily prevent them from acting as a referee for you.  Please be aware that a candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal. | | |
| **Name** | **Relationship** | **Role at Academy** |
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| OUTSIDE INTERESTS |
| **Do you have any outside private business interests that may conflict with those of the Academy’s business?** ☐ Yes ☐ No |
| If yes, please describe your private interest: |

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| HEALTH / MEDICAL DETAILS |
| **Reasonable adjustment for a disability**  If you have a disability and would like us to make adjustments or arrangements to assist if you are called for interview, please provide details of the arrangements you may require below. |
| Successful candidates will be required to complete a confidential medical questionnaire and may be required to discuss any concerns with our Occupational Health provider before employment is confirmed. |

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| **Declaration** |
| 1. I understand that canvassing, directly or indirectly, will be a disqualification 2. I declare that all answers given above are to the best of my belief true and correct 3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed into post. 4. I understand that I will be required to provide evidence of my qualifications where applicable. 5. I understand that satisfactory references, medical clearance and evidence of right to work in the UK are required before any final offer of employment is made. I also understand that under legislation for a Disclosure and Barring Service Disclosure, I will be asked to agree to a check being made by the DBS about the existence and content of a criminal record. 6. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.   **Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to interview. |

**Where did you see this vacancy advertised?**

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| **Source** | **Please tick to indicate** |
| St George’s Academy Website |  |
| Search Engine |  |
| TES website |  |
| Gov.uk Teaching Vacancies website |  |
| Social Media, please state which: |  |
| Other Website, please state which: |  |
| National Newspaper, please state which: |  |
| Local Newspaper, please state which: |  |
| Other, please indicate where: |  |

**General Data Protection Regulations and Data Protection Act 2018**

The information given on this form will be entered onto a computer and under terms of the General Data Protection Regulations and Data Protection Act (DPA) 2018 will be treated in a secure and confidential manner. Under the DPA, individuals have the right of access to personal data concerning them. The information may also be shared with other accredited organisations or agencies in accordance with the Data Protection Act 2018. Information about how your personal data is used is provided in the schools recruitment privacy notice. A copy of the notice is included within this application pack.