**St Cuthbert Mayne School**

**Application for Employment**

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**School Support Staff**

**This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact 01803 207369/207362**

Thank you for requesting an application form for a vacancy at St Cuthbert Mayne School. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes

Please note CVs will not be accepted

All sections of the form must be completed

Late applications will not normally be considered

|  |
| --- |
| Post Applied for:  |
| Job Reference №: |  |
| Department: | Closing Date: |

**Personal Details:**

|  |
| --- |
| Title:  |
| First Name: | Last Name: |
| Address: | Daytime № (incl. STD code): |
| Evening № (incl. STD code): |
| Mobile № : |
| Post Code: | E-mail Address: |

For posts requiring an enhanced Disclosure & Barring Service check (DBS), candidates MUST supply the following additional information, which will only be used for the purposes of identity verification when references are taken

|  |  |
| --- | --- |
| Previous name/s (if you have any)or insert the word none: |  |
| Date of Birth: |  |
| National Insurance №: |  |

**Present / most recent employer:** (this may be paid or unpaid)

|  |
| --- |
| Job Title: |
| Employer’s Name & Address: |
| Date started: DD/MM/YYYY |  |
| Notice Required: | Or Date left: DD/MM/YYYYReason for leaving: |
| Brief Description of Duties: |
| Pay and other Benefits: |

**Full record of previous employment:** (this may be paid or unpaid)

Please put most recent job first. Any dismissal or redundancy must be clearly stated

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| --- | --- | --- | --- | --- |
| Employer & Address | Job Title | From | To | Reason for Leaving |
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Please continue on an additional sheet if necessary.

**Gaps in Employment or Training:** Please indicate and explain any gaps

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| --- | --- | --- |
| Date From | Date To | Reason for Gap |
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Please continue on an additional sheet if necessary.

**Relevant Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Educational Establishment / College / University | From | To | FT/ PT | Exams passed and Qualifications gained including NVQs(include grades and date attained) |
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**Professional Membership / Registration:**

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| --- | --- | --- | --- |
| Professional Body | Membership Registration № | Membership Status | Date Entered / Awarded |
|  |  |  |  |
|  |  |  |  |
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**Relevant Training (e.g. short courses/ further development):**

|  |  |  |
| --- | --- | --- |
| Course | Date | Qualification (if appropriate) |
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Please continue on an additional sheet if necessary.

**Supporting Evidence:**

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| --- |
| Please indicate below why you are applying for this post: |

|  |
| --- |
| Please say how your skills, knowledge and previous experience, whether paid or unpaid, community activities, domestic or family experience, are relevant to the post and how they meet the criteria on the person specification and job description:*Supporting evidence continued* |

**References:**

Please give the name and address of two referees from which the School may seek information regarding your suitability for employment covering at **least the** **last 5 years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary

**For posts that require a criminal record check**

Ifyou are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults

**It is the School’s practice to take up references for short-listed applicants prior to interview**

|  |  |
| --- | --- |
| **REFERENCE 1** | **REFERENCE 2** |
| Name: | Name: |
| Address: | Address: |
| Telephone №: | Telephone №: |
| Email: | Email: |
| Relationship: | Relationship: |
| How long known? | How long known? |
| From: To: | From: To: |

**Please provide details of additional references on a separate sheet of paper if necessary to cover the last 5 years of employment**

|  |
| --- |
| For official use ONLY - section to be completed by designated School representative |
| **Verbal Verification –** **A written reference must be verbally verified on receipt. This must be recorded below** |
| **Reference 1** | **Reference 2** |
| Name/Details of the person contacted: | Name/Details of the person contacted:  |
| Date the verbal verification took place: | Date the verbal verification took place: |
| I have verbally verified this reference:Signature:  | I have verbally verified this reference:Signature:  |
| Date: | Date: |

**Declarations:**

## Equalities Act 2010

St Cuthbert Mayne School is an Equal Opportunities employer and we are committed to our obligations as a Two Ticks employer. Disabled people are encouraged to apply. Disabled applicants who appear to meet the essential criteria of the person specification are guaranteed an interview

|  |
| --- |
| The Equality Act 2010 defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.” In order to meet our obligations as a two ticks employer (the Two Ticks symbol is awarded by Jobcentre Plus to recognize employers who have agreed to meet five commitments regarding the recruitment, employment, retention and career development of disabled people), please confirm whether you consider yourself to have a disability.  Yes ⬜ No ⬜ (please tick)What is the nature of your disability? |
|  |
| Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection processPlease provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview. |
|  |

## Declarations continued

## Eligibility to work in the UK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the United Kingdom and are you able to provide proof of this?Yes ⬜ No ⬜If you are currently working in the UK with Visa restrictions please provide the following information:

|  |  |
| --- | --- |
| Visa Number |  |
| Expiry date |  |

**The Immigration, Asylum and Nationality Act 2006** requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file |

**Relationships**

|  |
| --- |
| Are you in any way related to or have a personal relationship with any employee or governor of St Cuthbert Mayne School?Yes ⬜ No ⬜ If ‘Yes’ please give details below:Name:Relationship: Job Title:Soliciting support or information, which may be deemed to offer an unfair advantage, from any employee or governor of St Cuthbert Mayne School in connection with this appointment will disqualify your application |

**Criminal convictions**

|  |
| --- |
| 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) by SI 2013 1198?Yes ⬜ No ⬜ If ‘Yes’ please give details below or on an additional sheet if necessary |
| **Disciplinary Action**  |
| Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?Yes ⬜ No ⬜  If ‘yes’ please give brief details below or on an additional sheet if necessary |
| **Criminal Record Check**  |
| **For posts that require a criminal record check** For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974, and those that are required to access the public Services Network or data, or any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure & Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent” except those which have been filtered out in line with current guidance. Criminal convictions will only be taken into account when they are relevant to the postPlease give details below, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure” |
| **Safeguarding**  |
| St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment. For further information visit [www.swcpp.org.uk](http://www.swcpp.org.uk) |

**Data Protection - Fair Processing Notice**

|  |
| --- |
| The collection, processing, maintenance and retention of any personal data which St Cuthbert Mayne School processes, is governed by legislation such as the UK Data Protection Act 1998 and General Data Protection Regulation (GDPR), and by St Cuthbert Mayne School’s own policies and procedures. St Cuthbert Mayne School will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a vacancy.  The information given will be provided to St Cuthbert Mayne School School employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.  If you are successful in your application for employment with St Cuthbert Mayne School, then the application form will be kept on your personnel file for the duration of your employment.I note that the information provided on this application form may be held, further processed or verified, in accordance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR).  |

|  |
| --- |
| I confirm that I have read and understood the enclosures provided with this application formI confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Council’s decision to employI understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminatedI declare that I have not canvassed any employee or Councillor either directly or indirectly in connection with this applicationI note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.Signature: Date: **Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration**  |

**EQUAL OPPORTUNITIES MONITORING**

St Cuthbert Mayne School is committed to the promotion of equality of opportunity in its employment policies, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policies, by analysing statistical information. The information requested below is used for statistical purposes only. This information is not used to inform decisions about individuals. The data is gathered and used, for instance, to record percentages of different groups (e.g. to benchmark against community profiles) and indicate if particular groups are being treated differently. The monitoring of statistical data will help us to ensure we are effectively promoting and operating equal opportunities and anti-discriminatory practice in our employment policies and procedures. All information is held securely and confidentially.

**We ask you to sign this form at the end to show that you understand that we will retain the information and what it will be used for.**

Explanatory notes:

**Ethnic Origin**

The ethnic origin categories the same as those used in the population census in 2001. They are recommended by the Equality and Human Rights Commission is the basis for reporting statutory performance indicators.

**Disability**

The definition of disability under the Equalities Act 2010 states that “a person has a disability for the purposes of this Act if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

|  |
| --- |
| General information |
| Title |  |
| First name(s) |  |
| Surname |  |
| **Please indicate which staff group you work in:** | **(tick)** |
| Leadership Group |  |
| Teachers |  |
| Teaching Assistants |  |
| Support Staff |  |

|  |
| --- |
| **Gender** |
| Classification | (tick) |  | (tick) |
| Male |  | Female |  |

|  |
| --- |
| **Age** |
|  | (tick) |  | (tick) |  | (tick) |  | (tick) |
| 16 to 19 |  | 30 to 39 |  | 50 to 59 |  | 65 + |  |
| 20 to 29 |  | 40 to 49 |  | 60 to 64 |  |  |  |

|  |
| --- |
| **Disability - do you consider yourself to have a disability?** |
|  | **(tick)** |  | **(tick)** |
| **Yes** |  | No |  |

|  |
| --- |
| **Is there anyone who relies on you for day-to-day care and attention?** |
|  | **(tick)** |  | **(tick)** |
| **Yes** |  | No |  |
| If YES, please tick as appropriate- do you consider yourself to have a disability? |
|  | **(tick)** |  | **(tick)** |  | **(tick)** |
| **Children** | Age 0 to 6 |  | Age 6 to 11 |  | Age 12 to 16 |  |
| **Other dependant or person****to whom you are a carer** |  |  |

|  |
| --- |
| **Ethnicity – how would you best describe your ethnic origin?** |
| **Classification** | **Code** | **(tick)** |
| White | British (i.e. English/Scottish/Welsh)  | WB |  |
| Irish | WI |  |
| Any other White background**\*** | WO |  |
| Mixed | White and Black Caribbean | MC |  |
| White and Black African | MB |  |
| White and Asian | MA |  |
| Any other Mixed background**\*** | MO |  |
| Asian or Asian British | Indian | I |  |
| Pakistani | P |  |
| Bangladeshi | B |  |
| Any other Asian background**\*** | AO |  |
| Black or Black British | Caribbean | BC |  |
| African | BA |  |
| Any other Black background**\*** | BO |  |
| Chinese | Chinese | C |  |
| **\***Other ethnic group | Please state:- | OE |  |

I confirm the above information is correct. I confirm that I understand how the information provided will be retained and what it will be used for. I understand that the information on this form will be treated in the strictest confidence.

Name ………………………………………………………………………………………………………

Signed………………………………………………………………………………………………….….

Date……………………..………………………………………………………………………………….

Thank you for taking the time to complete this form. Please return it to the Headteacher c/o Mrs Julie Webb, PA to the Headteacher on julie.webb@stcm.torbay.sch.uk;