

**SUPPORT STAFF**

**Job Application Form**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school is committed to equal opportunities in employment and we positively welcome your application. We will take all possible steps to ensure that we do not discriminate either directly or indirectly against any individual or group of individuals and to comply with the Equality Act 2010.

Successful applicants will be required to undertake an Enhanced DBS check.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).**

**It is important that you refer to the Guidance Notes before completing this form.**

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1. **VACANCY DETAILS**

Job title:           

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1. **PERSONAL DETAILS**

First Name(s):       Last Name:

Title e.g. (Mr,Mrs,Miss,Ms):       Any Previous Name/s:

Address:       Postcode:

Daytime Tel:       Evening Tel:

Mobile Tel No:       Email Address:

National Insurance Number, if you have one:

Do you have the right to work in the UK? Yes:  No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**Current driving licence (if this is a requirement of this job)**

Yes:  No:

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**3. GENERAL INFORMATION**

Are you related to or do you have a close relationship with a Yardleys School Governor or employee of the School? Yes:  No:

If yes, please provide details:

Name:       Position:

Relationship:       Department:

Do you wish to job share the position you are applying for? Yes:  No:

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1. **ARRANGEMENTS FOR INTERVIEW**

If you have a disability, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes:  No:

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tapes, etc.)

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1. **EDUCATION/QUALIFICATIONS (start with secondary first)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Secondary school/College/University, etc. | Examinations taken or to be taken | Results and Grades | Date gained/ expected |
| Mth | Yr | Mth | Yr |
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**6. TRAINING (most recent first)**

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| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
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1. **MEMBERSHIP**

Please indicate membership of any organisation/s relevant to this position

**Name of organisation**

**Type of membership       Date of membership**

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1. **PAST EMPLOYMENT & EXPERIENCE – (most recent first)**

Please complete the following, in full chronological order, starting with your current employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Please also include any breaks in employment history together with the reason for the break.

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| --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Employer | Job Title | Reason for change |
| Mth | Yr | Mth | Yr |
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1. **PRESENT AND MOST RECENT EMPLOYMENT (if any)**

**Job title:      Employer:       Salary:**

**Date Started:       Date left (if applicable):**

**Address:       Post code:**

**Reason/s for leaving (if applicable):**

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1. **ILL HEALTH RETIREMENT/DISMISSAL**

Have you ever taken ill health retirement? Yes:  No:

If yes, date:

Name of Department:      

Have you ever been dismissed from a school for misconduct? Yes:  No:

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with your application.

(Please be assured that providing this information will not necessarily bar you from employment)

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1. **WRITTEN REFERENCES**

**Written references are required before interview and referees may be asked for further information. Any apparent discrepancies may be taken up with you at interview.**

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your Headteacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Headteacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Headteacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Written references will not be accepted from relatives or people writing solely in the capacity of friends. Please try and include an email address

Name:

Address:       Postcode:

Telephone Number:

Email:

Relationship to You:

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Name:

Address:       Postcode:

Telephone Number:

Email:

Relationship to You:

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1. **OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION**

(No more than 3 sides of A4 paper in total)

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1. **DATA PROTECTION**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act/GDPR 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, to our HR and Payroll provider, Governors of the School, Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form.   
I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act/GDPR 2018.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

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**14. CONSENT, DISCLOSURE AND CONFIRMATION**

**Consent**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Disclosure**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice?

If you do have any convictions or cautions; you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment.

If you are short-listed for this position you will be required to disclose this information on a self-declaration form.

**Confirmation**

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

Signature:

Date:

Print Name:

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1. **RETURN ADDRESS**

**Please return completed application forms to:**

[**Recruitment@yardleys.bham.sch.uk**](mailto:Recruitment@yardleys.bham.sch.uk)

**If you have any questions regarding your application please contact Haseena Waseem:**

**E:** [**Recruitment@yardleys.bham.sch.uk**](mailto:Recruitment@yardleys.bham.sch.uk)

**T: 0121 675 1761**

**RECRUITMENT MONITORING**

Name:

Job title:

Job ref no if applicable:

**Gender**

I am:  Female  Male

Date of Birth:       Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

**Ethnic Origin**

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

**A White**

British  Irish  Gypsy or Irish Traveller  Albanian

Any other White background, please indicate:

**B Mixed**

White/Black – Caribbean  White/Asian  White/Black – African  Black/Asian

Any other mixed background please indicate:

**C Asian or Asian British**

Indian  Kashmiri  Pakistani  Bangladeshi  Chinese

Any other Asian background, please indicate:

**D Black or Black British**

Caribbean  African

Any other Black background, please indicate:

**E Other ethnic group**

Arab  Kurdish  Vietnamese

Any other please indicate:

**Not disclosed**

**Disability**

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.

Do you have a disability as defined above? Yes:  No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

**EMPLOYMENT STATUS**

Are you currently employed? Yes:  No:

Are you currently employed by a school in Birmingham? Yes:  No:

If yes please state if you are employed on a temporary, casual or permanent basis:

**Religion**

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist  Hindu  Jewish  Muslim  Sikh   
 No religion  Not stated Other - please specify:

**Job Advertisement**

How did you first find out about this job? Please specify the source or publication.

Yardleys School Website  TES website  TES printed press

Website, other (please specify)

Birmingham Evening Mail  Other printed media (please specify)

Word of Mouth  Jobcentre Plus

Other (please specify):