CONFIDENTIAL

To promote a fair and unbiased shortlisting process, the application form is in two parts. The recruitment panel will only have access to the information given in part 2 for shortlisting.

PART 1

Personal identifier	Enter text

Application for school support staff

Please read any guidance notes to help you complete this form. Please type or use black ink. If you are not contacted within 3 weeks of the closing date your application has not been successful.

Job you are applying for	Click or tap here to enter text.
Reference number	Click or tap here to enter text.
Closing date (dd/mm/yyyy)	Click or tap here to enter text.
School name	Click or tap here to enter text.
Contact name	Click or tap here to enter text.
Contact telephone	Click or tap here to enter text.
Contact email	Click or tap here to enter text.

1. Personal details

Surname	Click or tap here to enter text.
Forename(s)	Click or tap here to enter text.
Previous name(s):	Click or tap here to enter text.
Known as or preferred to be known as	Click or tap here to enter text.
Current address	Click or tap here to enter text.
Home/term time address, if different	Click or tap here to enter text.
Home contact number	Click or tap here to enter text.
Work contact number	Click or tap here to enter text.
Mobile	Click or tap here to enter text.
Email	Click or tap here to enter text.
National insurance number	Click or tap here to enter text.

Right to work in the UK

Asylum and Immigration Act 1996 Before you commence work you must provide evidence to demonstrate your right to work in the United Kingdom. Are you eligible to work in the UK	Yes☐ No ☐
Do you need sponsorship (work permit):	Yes☐ No ☐
Nationality	Click or tap here to enter text.
Are you related to anyone employed at the school and/or related to or have a close relationship with any councillor or senior officer (including headteachers or governors) of Ealing Council?	Yes☐ No ☐ If yes, provide details: Click or tap here to enter text.

2. Rehabilitation of Offenders Act 1974 (as amended)

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You must declare any convictions, cautions, reprimands and final warnings that are not protected (filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain' spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered during recruitment.
Here is guidance and criteria on the filtering of these cautions and convictions

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether 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)

Do you have anything to declare in relation to the above?	Yes☐ No ☐
Have you ever been disqualified from working with children and /or included on the Childrens barred list (or its predecessor List 99) or subject to sanctions imposed by a regulatory body e.g TRA, DfE, DBS?	Yes☐ No ☐
If you answered yes to either of the above questions, please provide details below or submit written details in a sealed envelope addressed in confidence to the Headteacher or Chair of Governors:	

3. References

You must give details of two referees. The first referee must be your current or recent employer. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job.

If you are not currently working with children but have worked with children before, you must provide a reference from that employer, this can include voluntary or unpaid work). We will ask referees for details of any child protection, performance and disciplinary concerns.
Please note references will be requested prior to interview in line with current statutory guidance contained in Keeping Children Safe in Education.

Reference 1 Name	Click or tap here to enter text.
Job title	Click or tap here to enter text.
Address including postcode	Click or tap here to enter text.
Email	Click or tap here to enter text.
Contact number	Click or tap here to enter text.
Reference 2 Name	Click or tap here to enter text.
Job title	Click or tap here to enter text.
Address including postcode	Click or tap here to enter text.
Email	Click or tap here to enter text.
Contact number	Click or tap here to enter text.

Any issues raised in the references may be discussed at interview

4. Pension

Are you currently paying into any other occupational or private pension scheme?	Yes☐ No ☐
If yes please provide brief details	Click or tap here to enter text.

Are you in receipt of a pension from another pension scheme?	Yes☐ No ☐
If yes, please provide details and type of retirement awarded	Click or tap here to enter text.

5. If you have a disability

We may be able to make adjustments/adaptations to job requirements/environment etc

Is there anything we need to know about a disability that you have to offer you a fair selection interview?	Yes☐ No ☐
If yes, please give details of any adjustment required	Click or tap here to enter text.

6. Safeguarding children

Ealing schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

7. The data you provide to us on this form

We are required under the Data Protection Act 2018 and UK General Data Protection Regulations to confirm why we collect personal and/or sensitive information from you, what we use it for and how we will store it. The personal/sensitive information that you provide to us on this form will be used and retained as a part of our Human Resource Management process.

This means that we will use the information you provide to inform part of our assessment during the recruitment process. Successful candidates' information will be used to form the contract of employment and be shared with the school's payroll service. We may contact relevant organisations to check information you provided on this form, including for safeguarding purposes. If your application is unsuccessful, we will store the information on paper and electronically and dispose of it after 6 months

The council and school are under a duty to protect the public funds they administer, and to this end, **should the school or Council employ you**, they may use the information you provided on this form within this authority for the prevention and detection of fraud. They may share this information with other bodies administering public funds solely for this purpose.

I declare the information I provided on this form is correct to the best of my knowledge and belief, and I understand that any false statements I make on this form could result in my application being rejected or summary dismissal and possible referral to the teachers' regulation agency or the police if appropriate. I agree that the information I have provided on this application for employment may be stored and processed for the purposes set out above. If applying online you will be asked to sign your application at interview. *If you wish to be informed about the information that is held about you please contact the school you are applying to or are employed at, in the first instance.*
Date(dd/mm/yyyy): Enter date Signed _____

Monitoring information

We are an inclusive employer, committed to ensuring our school staff / leaders more closely reflect our Ealing pupil population. Our ambition is that pupils grow and develop in an environment of visible, diverse role models. The school is committed to Equality and Diversity Policy and to ensuring equality of opportunity in employment and provision of services. To support this commitment, all applicants are requested to provide the following information.

Sex and gender identity

What is your sex? Please tick the appropriate box	Female☐ Male☐ Prefer not to say ☐
Is the gender you identify as the same as your sex registered at birth?	Yes ☐ No ☐ Prefer not to say ☐

Age

Date of birth (dd/mm/yyyy)	Click or tap here to enter text.
Select your age range	16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+☐ Prefer not to say ☐

Ethnic background

Choose one section from (A) to (E) then tick the appropriate box to indicate your ethnic background.

A White	**Tick one**
British	☐
Irish	☐
Irish Traveller/Gypsy	☐
Any other white background, please specify	☐
B Mixed	☐
White and Black African	☐
White and Black Caribbean	☐
White and Asian	☐
Any other mixed background, please specify	☐
C Asian or Asian British	☐
Indian	☐
Pakistani	☐
Bangladeshi	☐
Chinese	☐
Any other Asian background, please specify	☐
D Black or Black British	☐
Caribbean	☐
African	☐
Any other black background, please specify	☐
E Other ethnic group	☐
Arab	☐
Any other ethnic background, please specify	☐

Disability

The Equality Act 2010 defines a person as having a disability if they have 'a long 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 consider yourself to have a disability?	Yes☐ No ☐

8. What is your religion?

Select your religion	Buddhist☐ Christian No ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ None ☐ Prefer not to disclose ☐ Any other, please specify:

What is your sexual orientation?

Select your sexual orientation	Bisexual ☐ Gay ☐ Heterosexual ☐ Lesbian ☐ Prefer not to disclose ☐

Advertising monitoring

To help us improve our recruitment process, please complete this short monitoring form: https://forms.office.com/e/sFP5wxhmC3

You will be taken to a Microsoft online form

Application form produced by Schools' HR, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL

School policy statement on the recruitment of ex-offenders

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders must disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974

How this affects school-based jobs

All school-based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group.

Applicants for school-based jobs must, therefore, disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

https://www.gov.uk/government/publications/dbs-filtering-guidance

All applicants who are offered employment in a school will be subject to a Disclosure and Barring Service (DBS) check before an appointment is confirmed. This will include details of cautions, reprimands, and warnings as well as spent and unspent convictions. An enhanced disclosure (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

The successful applicant will not be eligible to start work until the School has seen notification from the Bureau.

Having a criminal record will not necessarily bar someone from working in a school.

Criminal records will be considered for recruitment purposes only when the conviction is relevant.

Schools undertake not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.

When considering a criminal record, the following factors will be considered:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

- Violent behaviour towards children or young people
- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
- A sexual offence against someone over the age of 16
- Any offence involving serious violence
- Drug trafficking and other drug related offences
- Stealing school property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and during consideration an assessment of risk and relevance will be undertaken.

The school has adopted the Disclosure and Barring Service code on the use and handling of Disclosure information and will adhere to it under all circumstances. A copy of the code is available from the DBS website.

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Application for school support staff

PART 2

Personal identifier	Enter text

8 Present/most recent post

Full name of the organisation you worked or work for	Click or tap here to enter text.
Organisation address	Click or tap here to enter text.
Date appointed	Click or tap here to enter text.
Position held	Click or tap here to enter text.
Notice required	Click or tap here to enter text.
Date resigned (if applicable)	Click or tap here to enter text.
Main duties	Click or tap here to enter text.
Present salary - Give details of any additional allowances	Click or tap here to enter text.
Scale/grade	Click or tap here to enter text.

9 Employment history (most recent first)

(Please tell us about the jobs you have held (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment as below**)

From dd/mm /yy	To dd/mm/yy	Full/part time/voluntary	Employers name, address and contact number	Name of organisation or school	Position held and salary	Reason for leaving

Explanation for gap in employment

From dd/mm/ yy	To dd/mm/yy	Reason for gap in employment
Enter text	Enter text	Click or tap here to enter text.
Enter text	Enter text	Click or tap here to enter text.
Enter text	Enter text	Click or tap here to enter text.

10 Education and training

Please give details of any education and training you received from secondary education onwards. You will be asked to provide at interview originals or certified copies of relevant certificates

Secondary education

From dd/mm/yy	To dd/mm/yy	Name of school/college	Examinations passed Subject (inc. awarding body)	Level, grade and date awarded
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text

Further education and training

From dd/mm/yy	To dd/mm/yy	Name of school/college	Examinations passed Subject including awarding body	Level, grade and date awarded
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text
Enter text	Enter text	Enter text	Enter text	Enter text

Membership of professional bodies

Name of body or association	Grade of membership or qualifications	Date awarded
Enter text	Enter text	Enter text
Enter text	Enter text	Enter text
Enter text	Enter text	Enter text
Enter text	Enter text	Enter text
Enter text	Enter text	Enter text
Enter text	Enter text	Enter text

Relevant short courses

Name of course	Date awarded
Click or tap here to enter text.	Enter text
Click or tap here to enter text.	Enter text
Click or tap here to enter text.	Enter text
Click or tap here to enter text.	Enter text
Click or tap here to enter text.	Enter text

11 Supporting statement

Your supporting statement should cover the criteria for shortlisting in the person specification. In some instances, this will be all the criteria listed in the person specification, for others only certain criteria will require a response from you. Please read the person specification for further guidance. If no instructions are given, please answer all the criteria. For each criterion, please explain/give examples of how your skills, knowledge and experience make you suitable for the job. If completing a paper application form, you can attach extra sheets if required. Please note CVs will not be accepted
Click or tap here to enter text.