

# Application for post of – SCHOOL SUPPORT STAFF



Please return this application form to the email or postal address as requested in the advertisement /recruitment pack

POST DETAILS		
Post Title		School
Grade	Advert Reference No.	Closing Date
PERSONAL DETAILS		
Surname/Family name		First Name(s)
Preferred Title (Mr/Mrs/Miss/Ms/Other)	Do you have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>	National Insurance No
	Do you require a Certificate of Sponsorship? YES <input type="checkbox"/> NO <input type="checkbox"/>	Visa Expiry Date
Permanent Private Address		
		Postcode
Telephone (Day)		Telephone (Evening)
Mobile		E-Mail
Do you speak any other languages? - if so which?		
PRESENT EMPLOYMENT		
Name and address of employer		
Postcode		Telephone
Job Title		
Start Date		Leaving Date/Notice Required
Salary		Grade
BRIEF DESCRIPTION OF DUTIES		
Reason for leaving		

**PREVIOUS EMPLOYMENT HISTORY** (please enter most recent first and continue on a separate sheet if necessary) Please give details of all previous jobs including temporary or voluntary work in chronological order ending with your present post. Ensure that there are no gaps in the history of your education and employment. Failure to provide a full account may lead to your application being rejected. Continue on a separate sheet if necessary.

Start Date	Leaving Date	Employer's Name & Address	Position Held	Salary on Leaving	Reason for leaving

Please attach additional sheets if necessary

## EDUCATION

### Secondary School/College/University

Please state qualifications gained for which you will need to provide evidence

Name and Address of Institution	Courses Taken/Subjects	Dates (From – to)	Full/ Part-time	Qualifications / Grade

### Any other relevant qualifications or training

Including membership and status of any relevant professional or technical association.

## GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this section to tell us how you feel you meet the requirements of the Person Specification. Please ensure that you have read the job description and specification and give us as much information as necessary to demonstrate the skills, experience and knowledge you have gained.

(Please expand this section, if necessary, by not more than 1 side of A4).

## ADDITIONAL INFORMATION

Are you applying on a job share basis? YES ☐ NO ☐

If yes are you applying with a job share partner? YES ☐ NO ☐

If the job requires a driving licence: Have you a clean/full driving licence? YES ☐ NO ☐

Type of licence?

Have you previously been employed by London Borough of Waltham Forest? YES ☐ NO ☐

Are you in a receipt of a London Borough of Waltham Forest or other Local Government Pension?  
YES ☐ NO ☐

Are you related to a Councillor or a Senior Officer of the London Borough of Waltham Forest?  
YES ☐ NO ☐

If yes state the name and relationship.

N.B. canvassing or failure to disclose relationship to a Councillor or Senior Officer of the Council will disqualify you.

## DISCLOSURE OF CRIMINAL BACKGROUND

Please refer to WF Guidelines on Employing People with Criminal Records

### Rehabilitation of Offenders Act 1974 (Exemptions) 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/uploads/system/uploads/attachment\\_data/file/240164/Filtering\\_guidance\\_v1\\_5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf)

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:

- 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 (previously CRB). 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.
- Copies of the school's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the GDPR and Data Protection Act 2018. The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education (DfE, 2014) 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 GDPR and Data Protection Act 2018. By signing this application form you give your consent to this.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence?

Yes ☐ No ☐

If **YES**, please give brief details of the offence, including the date of the conviction.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes ☐ No ☐

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you?

Yes ☐ No ☐

If **Yes**, please give details.

**NB:** Prior to employment Waltham Forest Council check your details provided in this application against the ISA 'Children's Barred' List (a list of individuals who are barred from working with children). Once an offer has been made we will then request an enhanced Disclosure and Barring Check.

## REFERENCES

**(One of these should be your present employer)**

Please note if you are currently working with children, one reference **must** be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.

NB: Please note that Waltham Forest Council requires two references prior to employment commencing.

### External Applications:

**If you are selected for interview we will take up references.** One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer's reference cannot be provided due to longevity with a previous employer or employment history etc, a suitable alternative shall be agreed.

### Internal Applicants:

If you are selected for interview we will seek references from your current Headteacher/Line Manager.

Name	Name
Address	Address
Post Code	Post Code
Tel Number	Tel Number
Position in organisation	Position in organisation
Email	Email
Relationship	Relationship
How long have they known you?	How long have they known you?
In order to comply with Safer Recruitment procedures the school may contact your references prior to interview. If any of your referees knew you by another name, please specify that name(s) here:	

## DECLARATION

- I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and qualifications, medical clearance, prohibition check and the right to work in the UK.
- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the GDPR and Data Protection Act 2018.

Signed	Date
(Please note if you are applying on the web you will be required to sign this declaration at interview)	

### GDPR and Data Protection Act 2018

In order to process your application and for no other reason, you are requested to complete and return this application form. Waltham Forest is fully committed to compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

***Please return this form to the email or postal address as requested in the advertisement/recruitment pack.***

***Thank you for applying for this post.***

**MONITORING INFORMATION**

In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of: insert post title here

**Monitoring Ethnic Origin**

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

**White**

- ☐ White English/Welsh/Scottish/ Northern Irish/British
- ☐ Irish
- Any other White background (please specify below)

**Black or Black British**

- ☐ African
- ☐ Caribbean
- Any other Black background (please specify below)

**Asian or Asian British**

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Chinese
- Any other Asian background (please specify below)

**Dual or Multiple Heritage**

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean
- Any other dual or multiple heritage (please specify below)

**Other Ethnic Group**

- ☐ Gypsy or Irish Traveller
- Any other ethnic background (please specify)
- Do not wish to declare ☐

**Monitoring Disability**

Do you consider yourself to have a disability as defined\* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

YES ☐ NO ☐ Do not wish to declare ☐

**Monitoring Gender**

Please tick one box

Female ☐ Male ☐ Transgender ☐ Do not wish to declare ☐

**SECTION B**

To which one of the following age groups do you belong? *Please tick one box*

16-17 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐

65-74 ☐ 75+ ☐ Do not wish to declare ☐

**What is your religion?** *Please tick one box*

None ☐ Christian ☐ Buddhist ☐ Hindu ☐ Muslim ☐

Sikh ☐ Jewish ☐ Other ☐ If "other" please specify ☐ Do not wish to declare ☐

**Sexual Orientation** *Please tick one box only.*

Heterosexual ☐ Gay Man ☐ Bisexual ☐ Lesbian ☐ Do not wish to declare ☐

**Monitoring Media**

(for response monitoring purposes only)

Name of media or how you knew about this job