

# Support Staff Application Form

## Acknowledgement

Thank you for choosing to apply to Beechwood Primary School. If you have not heard from us within three weeks of the closing date you should assume that you are unsuccessful.

## Guidance on making the most of your application

You should have already viewed the job description (which lists the main duties and tasks of the job) and the person specification (which lists the skills and experience you need to do the job).

The information you provide on this application form in the 'personal statement' section must show how you meet the requirements listed in the person specification. This will determine whether you are invited for interview.

If you wish to apply for a full time post as a part time employee, please clearly state this on your application form under 'other relevant information'. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short-listed for this position.

## Filling in the application form

Please ensure you address each point in the person specification and ensure your responses directly relate to it.

Avoid repeating your career history and use different examples of relevant skills and experience to demonstrate how you meet the different parts of the person specification. This includes skills learned outside the work environment. Enter information in a clear, concise and positive way about what you have done, using words such as 'I planned . . .' or 'I co-ordinated'.

## Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Disability Discrimination Act) you will be invited for interview if you meet the essential criteria in the person specification.

If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

## Disclosure & Barring Service Check (DBS)

A DBS Clearance is required for all School positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits.

It is illegal for anyone barred from working with children by the DBS, to work or apply to work with children.

## Recruitment monitoring form

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

## Return of this form

Please return this form to the following address **Beechwood Primary School, Ambleside Close, Woodley, Berkshire, RG5 4JJ**. Alternatively, please email this form back to **office-beechwood@fraysacademytrust.org**. Please contact us on **0118 9695976** should you have any problems completing this form.

***The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake a DBS check.***

## Application Form

Please complete this form in black ink; please also ensure all handwriting is as legible as possible.

Job Details	
Job Name	
Reference (if applicable)	
Closing Date	

If you wish to apply as a job share, please mark in the box:

Personal Details	
Title	
Forename(s)	
Surname	
Home Address	
Postcode	
Home Telephone	
Mobile Phone	
Daytime Telephone Number (if applicable)	
Email Address	
National Insurance Number	

Do you hold a current driving licence?  Yes  No Licence type: \_\_\_\_\_

Do you have the use of a car for business purposes?  Yes  No

If you are not an EU citizen, please tick if you require sponsorship to work in the UK:

**People with disabilities, please note** - People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:

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Education and Training			
Name of School, College or University	Date From (mm/yyyy)	Date To (mm/yyyy)	Qualifications obtained (please include subjects and grades / levels)

Professional or Vocational Qualifications	
Training Provider Name	Course (s) of study pursued and Qualifications obtained (please include subjects and grades / levels)

Other training courses relevant to this job	
Training Provider Name	Course (s) of study pursued and Qualifications obtained (please include subjects and grades / levels)

**Please continue on a separate sheet, if necessary.**

Employment (and other relevant) history			
Present / Most Recent Employment			
Name of Employer			
Address of employer			
Date Employed From		Date Employed To	
Job Title			
Current Salary (Inc. Grade and Point)			
Please give a brief account of the key aspects, main duties and responsibilities of your role			
Reason for Leaving			
Notice Required			

**Please continue on a separate sheet, if necessary.**

Previous Employment			
Please provide details of all previous employment starting with the most recent. Please explain any breaks in employment (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 and 1986).			
Name of Employer			
Address of employer			
Date Employed From		Date Employed To	
Job Title			
Salary (Inc. Grade and Point)			
Please give a brief account of the key aspects, main duties and responsibilities of your role			
<b>Please continue on a separate sheet, if necessary.</b>			

Previous Employment		
Name of Employer		
Address of employer		
Date Employed From		Date Employed To
Job Title		
Salary (Inc. Grade and Point)		
Please give a brief account of the key aspects, main duties and responsibilities of your role		
Please continue on a separate sheet, if necessary.		
Name of Employer		
Address of employer		
Date Employed From		Date Employed To
Job Title		
Salary (Inc. Grade and Point)		
Please give a brief account of the key aspects, main duties and responsibilities of your role		
Please continue on a separate sheet, if necessary.		
Name of Employer		
Address of employer		
Date Employed From		Date Employed To
Job Title		
Salary (Inc. Grade and Point)		
Please give a brief account of the key aspects, main duties and responsibilities of your role		
Please continue on a separate sheet, if necessary.		

**Personal Statement**

Please describe how you believe that you meet the requirements of this position as set out in the specification. All applicants are advised to read the person specification before completing this section. Applicants should note that the information given in this section will be taken into account when compiling a short-list for interviews.

**Please continue on a separate sheet, if necessary.**

**Other Relevant Information**

Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, any special needs and/or support required as a result of having a disability, or if you wish to apply for a full time position as a part time employee.

**Please continue on a separate sheet, if necessary.**

References		
	Current Employment Referee	Second Referee
Full Name		
Job Title		
Name of organisation, address & postcode		
Email address		
Capacity known to you		

Interview
<p>You should note that although we will try to arrange the interview date around your availability, this may not be possible, particularly if the date of the interview was contained in the advertisement. Please give dates on which you <u>will not</u> be available for interview.</p>

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
<p>The amendments to the Exceptions Order 1975 (as amended in 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.</p>
<p><i>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)”?</i></p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="text-align: center;">If yes, please provide details in a <u>separate, sealed envelope</u></p> <p>Disclosure of convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered.</p>

Application Declaration				
<p>I understand that false or misleading information on this form will disqualify me from appointment and, if appointed, may result in disciplinary action which could lead to my dismissal.</p> <p>I acknowledge and agree that the school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with the General Data Protection Regulation (GDPR).</p>				
<table border="1"> <tr> <td>Applicant Signature</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> </table>	Applicant Signature		Date	
Applicant Signature				
Date				

**Please now ensure that once completed, this form is returned to the school, before the closing date and time listed on the advertisement.**