

## 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 [Equality Act 2010](#)) 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.

Please note, it is illegal for anyone to apply or to work in a role where you are barred from engaging in regulated activity with children as outlined by the DBS.

If shortlisted, you will be asked to complete a declaration form prior to interview enquiring if you have any convictions and cautions that are considered 'protected' or are disqualified (barred) from working 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 [finance-beechwood@fraysacademytrust.org](mailto:finance-beechwood@fraysacademytrust.org). Please contact us on **0118 9695976** should you have any problems completing this form.

Beechwood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment checks.

# 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	
Any Former Name(s) (if applicable i.e. change of surname)	
Home Address	
Postcode	
Home Telephone	
Mobile Phone	
Daytime Telephone Number (if applicable)	
Email Address	
National Insurance Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Are you eligible to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please tick if you require a work permit or sponsorship to work in the UK:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any employees of the school or a member of the Governing Body known to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

**Education and Training**

*Please provide details of academic or professional accredited qualifications beginning with your secondary education*

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

**Professional or Vocational Qualifications**

<b>Training Provider Name</b>	<b>Course(s) of study pursued and Qualifications obtained (please include subjects and grades / levels)</b>

**Other training courses relevant to this job**

<b>Training Provider Name</b>	<b>Course(s) of study pursued and Qualifications obtained (please include subjects and grades / levels)</b>

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

Employment history (including paid and voluntary work)			
Current / 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 using a separate sheet, if necessary.

Previous Employment			
<i>Please provide details of all previous employment starting with the most recent.</i>			
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 using a separate sheet, if necessary.

**Previous Employment**

<b>Name of Employer</b>			
<b>Address of employer</b>			
<b>Date Employed From</b>		<b>Date Employed To</b>	
<b>Job Title</b>			
<b>Salary (Inc. Grade and Point)</b>			

**Please give a brief account of the key aspects, main duties and responsibilities of your role**

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

<b>Name of Employer</b>			
<b>Address of employer</b>			
<b>Date Employed From</b>		<b>Date Employed To</b>	
<b>Job Title</b>			
<b>Salary (Inc. Grade and Point)</b>			

**Please give a brief account of the key aspects, main duties and responsibilities of your role**

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

<b>Name of Employer</b>			
<b>Address of employer</b>			
<b>Date Employed From</b>		<b>Date Employed To</b>	
<b>Job Title</b>			
<b>Salary (Inc. Grade and Point)</b>			

**Please give a brief account of the key aspects, main duties and responsibilities of your role**

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

**Employment Gaps**

*Educational establishments need you to provide a full employment history from secondary education onwards. If you have taken any time out of work or education, please explain any breaks in employment in this section.*

<b>Date From</b>		<b>Date To</b>	
<b>Reason</b>			
<b>Date From</b>		<b>Date To</b>	
<b>Reason</b>			
<b>Date From</b>		<b>Date To</b>	
<b>Reason</b>			

**Please continue using 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 shortlist for interviews.**

Please continue using 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, 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 using a separate sheet, if necessary

#### References

*Your references should be professional contacts, including your most recent employer. Where possible you should always avoid using character references, however if this is not possible the organisation may wish to discuss this with you at interview.*

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

#### Reference Consent

Do you permit the organisation to contact the provided referees for a reference prior to interview?

Yes

No

Further information:

#### Interview

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 will not be available for interview.

**People with disabilities (as defined by the Equality Act 2010) please note** - People with disabilities are guaranteed an interview if they meet all 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:

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

**Application Declaration**

**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.**

**I acknowledge and agree that the organisation 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 UK General Data Protection Regulations (UK GDPR).**

**Applicant Signature**

**Date**

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