

SUPPORT STAFF JOB APPLICATION FORM

www.yattonschools.co.uk

Please type responses. All relevant sections must be completed. A Curriculum Vitae must not be submitted in place of any information on this form and will not be used for shortlisting purposes. Please call 01934 833524 for any further information. You are applying for a job at Yatton Schools, a partner school within the Lighthouse Schools Partnership.

1. VACANCY INFORMATION

Application for the post of:	
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This form to be returned to:	recruitment@yattonschools.co.uk
Address:	High Street, Yatton, North Somerset, BS49 4HJ

2. PERSONAL DETAILS

Title:		NI Number:	
First Name(s):			
Surname:			
Previous Surname:		Preferred First name:	
Have you ever been known by any other name:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes please give details:</i>			
Address:			
Postcode:			
Telephone No (home):			
Mobile No:			
Telephone No (Business):			
Email Address:			
<i>(if shortlisted you may be invited to interview via email)</i>			
Are you applying for this job as a job sharer?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, provide additional request/suggestion:			

3. RECRUITMENT MONITORING

Please indicate where you first saw or heard about the advertisement for this vacancy					
TES <input type="checkbox"/>	Eteach <input type="checkbox"/>	Internet <input type="checkbox"/>	Local Press <input type="checkbox"/>	National Press <input type="checkbox"/>	Jobcentre Plus <input type="checkbox"/>
Other <input type="checkbox"/> <i>(please state where)</i>					

Has someone else completed this form on your behalf? Yes No

If yes, please provide the person's name and an explanation:

4. REFERENCES

Please give details of two people who are not related to you, from whom references about your suitability for the post can be obtained. If presently employed Reference 1 must be your current employer. If unemployed Reference 1 must be your most recent employer. In the absence of previous employment experience, a reference from your Headteacher/tutor or one related to relevant voluntary work is acceptable.

If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults.

The Trust reserves the right to request alternative references during the processing of your application. Referencing must minimally cover the last 5 years.

Referee 1 (Current or most recent employer)

Referee 2

Please tick this box if you do not want this referee to be contacted prior to interview

Please tick this box if you do not want this referee to be contacted prior to interview

Name:		Name:	
Title:		Title:	
Occupation:		Occupation:	
School/Business:		School/Business:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Mobile No:		Mobile No:	
Email:		Email:	
How long have you known this referee and in what capacity:		How long have you known this referee and in what capacity:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

After shortlisting, the Trust reserves the right to take up references – this is normally before the interview day and references are used to support the recruitment process itself. If you have indicated on your application that you do not wish the Trust to contact the referees, contact will only be made to referees after interview if you are the successful candidate.

For posts having substantial access to children and young people, the Trust reserves the right to approach any previous employer.

5. PENSION SCHEME

Please confirm whether you currently contribute to the Avon Pension Scheme: Yes No

Please confirm whether you have 'opted out' of the Avon Pension Scheme:

I have opted out I have not opted out

Are you currently in receipt of an occupational pension? Yes No

Do you pay into any other pension scheme? Yes No
(if yes please give details)

6. DECLARATION OF RELATIONSHIP

Are you or your spouse related by marriage, blood or as a cohabitee of any Member of the Board of Trustees or senior member of staff within the Trust?

Yes No

If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.

NAME	RELATIONSHIP

If you canvass any Member of the Board of Trustees or Local Governing Body about your application, you will be disqualified. This does not stop a member or employee giving a written reference about you.

7. PARENTAL LEAVE

Have you taken any periods of parental leave within the past 2 years?

Yes No

Please list any weeks taken:

8. DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE

A criminal record will not necessarily exclude you from employment. The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying.

The job for which you are applying has substantial opportunity for access to children. Your employment is therefore exempt from the Rehabilitation of Offenders Act 1974. You will be required to complete a Disclosure and Barring Service (DBS) form. You must therefore give details of any convictions or pending prosecutions you have, even if they would otherwise be regarded as 'spent' under this Act. Should you identify that you have a criminal conviction, this will be discussed in confidence at interview.

Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions?

Yes No *If yes, give details below*

Details of offence and sentence	Date	Court or police force who dealt with the offence

The Lighthouse Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. This post has substantial opportunity for access to children or vulnerable adults, is exempt from the Rehabilitation of Offenders Act and will require an enhanced DBS check.

I acknowledge that it is my responsibility as the candidate, if invited to interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.

9. IMMIGRATION ASYLUM AND NATIONALITY ACT 2006

Nationality at birth:	
Present Nationality:	
Have you ever possessed any other Nationality or Citizenship?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you subject to immigration control?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do you have unrestricted entitlement to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have or are you entitled to obtain a National Insurance Number?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered 'No' to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?	Yes <input type="checkbox"/> No <input type="checkbox"/>

15. CURRENT EMPLOYMENT STATUS	
Title of present/most recent job:	
Name & Address of employer:	
Date appointed:	
Date left <i>(if applicable)</i> :	
Reason for leaving <i>(if already left)</i> :	
Permanent or Temporary:	
Part Time or Full Time:	
Salary per annum:	
Salary point:	
Other Allowance (please specify):	
Notice Period:	

19. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

The Trust requires a letter of application by way of a covering letter not more than 2 sides of A4 – however please use this section to refer to any supplementary evidence to your application form. A curriculum vitae must not be submitted in place of any information required on the application form. If you are using this section, please explain how you meet the requirements outlined in the Person Specification and include examples from previous paid, unpaid or voluntary work.

Support of Application cont...

20. CERTIFICATION/DECLARATION

I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my Contract of Employment.

I understand that providing false information is an offence and could result in:

- The application being rejected
- Summary Dismissal if the applicant has been selected
- Possible referral to the Teachers' Misconduct Team or the Police, if appropriate. (Under the Education Act 2002 the employer has this statutory duty).

I confirm my understanding of the following:

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, enhanced DBS checks if relevant to the post and Asylum & Immigration/eligibility checks. The Trust reserves the right to re-request an enhanced DBS at any time during your employment if you are successful.

The Trust must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. This information for the same purposes, may also be shared with other organisations which handle public funds.

The Trust will record the hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998.

Signed:	Date:
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If you have submitted your application form electronically and you are called for interview, you will be asked to sign it in person on the interview day.

If you require further information, please contact the school on the telephone number provided on the first page of this application form.

The Trust would like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within FOUR weeks of the closing date, please assume you have not been shortlisted for interview. It is with regret that it is not possible to acknowledge every application nor provide detailed feedback if you are not shortlisted for interview. Your understanding is appreciated.

EQUAL OPPORTUNITIES AND MONITORING

The Trust is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age sexual orientation, religion or belief. Diversity monitoring supports the above in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help to do this by completing this section of the form.

The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process.

Post applied for:

(A) WHITE

British

Irish

Any other white background

(B) MIXED

White & Black Caribbean White & Black African White & Asian Any other mixed background

(C) ASIAN OR ASIAN BRITISH

Indian Pakistani Bangladeshi Any other Asian background

(D) BLACK OR BLACK BRITISH

Caribbean African Any other black background

(E) CHINESE OR OTHER ETHNIC GROUP

Chinese Other

Are you Male Female

Do you have a disability in accordance with the definition under the Disability Discrimination Act? Yes No

Are you currently employed? Yes No

Date of Birth _ _ / _ _ / _ _ _ _

What is your religion? Not prepared to say

Christian Muslim Hindu Jewish Sikh Buddhist Other None

Sexual orientation Prefer not to say

Heterosexual/straight Bisexual Gay woman/lesbian Gay man