 **Children’s & Adults’ Services**

## Application for Employment: Non-Teaching staff in Schools

Post applied for: Reference number:

School / Service:

**1. Personal Details.**

Title: Mr/ Mrs / Miss/ Ms, etc: Last name:

First name(s): Previous last name:

Home address:

Postcode:

Home telephone number: Mobile phone number:

Email address:

Date of birth (dd/mm/yyyy):

Date when available to start:

National Insurance number:

**2. Current or Most Recent Employment.**

Employer’s name and address:

Employer’s telephone number:

Position held:

Salary: Other allowances:

Date commenced: Leaving date (if applicable):

Reason for leaving:

Main areas of responsibility:

**3. Employment History.**

Please give details of previous posts held in any paid employment or voluntary work. Please start with your most recent post and work backwards, accounting for all gaps in employment history. If you require more space, please continue on a separate sheet and attach to your application form.

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| --- | --- | --- | --- | --- |
| **Job Title**  **(or nature of activity if not employment)** | **Name & Address of Employer (if applicable)** | **Dates**  **(from – to)** | **Brief description of duties / areas of responsibility** | **Reason for Leaving** |
|  |  |  |  |  |

**4. Education/Training and Development.**

Please enter details of your education and training as requested below. Where qualifications are required for the post, as specified in the Employee Specification, you will be required to provide proof of these prior to confirmation of appointment. Please continue on a separate sheet if necessary and attach to your application.

**4a.Secondary and Further Education.**

Please enter details of your Secondary Education and Further Education including details of qualifications obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| **School / College**  **(name and address)** | **Dates Attended**  **(from – to)** | **Qualifications**  **(subject, level and grade)** | **Year of Award** |
|  |  |  |  |

**4b. Higher Education and Professional Qualifications.**

Please enter details of all Higher Education awards and professional qualifications including any awards.

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| --- | --- | --- | --- |
| **University / College / Awarding Institution** | **Dates Attended**  **(from – to)** | **Qualification Details (including subject and level / grade of award.)** | **Date of Award** |
|  |  |  |  |

**4c. Courses Attended.**

Please provide details of additional courses relevant to your application that you have attended in the last 3 years.

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| --- | --- | --- |
| **Course Title** | **Organising / Accrediting Body** | **Date** |
|  |  |  |

**5. Supporting Statement**

Your supporting statement should cover the relevant 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 point 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**.

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**6. Reference Details**

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

To comply with [**Keeping Children Safe in Education**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)**,** we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.

You should contact your referees to let them know they may be required to provide a reference.

Referee 1. Referee 2.

|  |  |  |
| --- | --- | --- |
| Name:    Position:  In what capacity do you know this person?  Name of organisation:  Address:  Telephone number:  Email: |  | Name:    Position:  In what capacity do you know this person?  Name of organisation:  Address:  Telephone number:  Email: |

**If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work-based exercise? Yes:  No:**

**If yes, please specify, (e.g., ground floor venue, sign language, interpreter, audio loop, etc):**

**7. Personal Declarations**

**It is essential that you complete sections 7a to 7e in order for your application to be accepted.**

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| **7a. Rehabilitation of Offenders Act 1974/Disclosure of Convictions**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These 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 Ministry of Justice website or via <https://www.gov.uk/government/publications/dbs-filtering-guidance>  **Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.** |

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| **7b. Disqualification**  **Have you ever been disqualified from working with children and /or included on the Children’s Barred List (or its predecessor List 99) or subject to sanctions imposed by a regulatory body e.g., DfE, DBS?**    **Yes 🞎 No 🞎**  **If ‘yes’, please give details on a separate sheet and attach in a sealed envelope marked ‘Private and Confidential Disclosure.’ If you are submitting this form electronically, please contact the School / Office from where the application form was sent, for instruction on how the information should be submitted.** |

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| **7c. Relationships**  **Are you related to, or partner of, any Councillor, Council / School Employee or Governor within the London Borough of Hounslow?**  Yes 🞎 No 🞎  **If ‘Yes’ please provide details here:**  Please note: Canvassing of Councillors, Employees or Governors directly or indirectly will disqualify candidates from appointment. |

**7d. Eligibility to work**

**Are you a UK citizen?** Yes 🞎 No 🞎

**If ‘No’, please indicate if you will require a**

**Certificate of Sponsorship to work:** Yes 🞎 No 🞎

**If ‘No’ please indicate the basis on which are you eligible to work within the UK:**

**7e. Declaration statement**

We are required under the **General Data Protection Regulations 2018** 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 recruitment process. This means that we will use the information provided by applicants to inform part of our assessment during the recruitment process and for successful candidates the information will be used as part of the contract of employment and be shared with the school’s payroll service. We may contact other relevant organisations to check the information that you have given on this form, including for safeguarding purposes. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

The Council is under a duty to protect the public funds it administers, and to this end, should the school or Council employ you, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I declare that the information given 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.

Signature …………………………. Date………………………

**For online / electronically completed applications, by ticking the following box and submitting your application, you agree to the terms of the declaration above: 🞎**

All candidates applying for employment via email/online will be required to sign and date this form, if invited to attend interview.

**Please now complete the following Equalities Monitoring Information.**

**8. Equalities Monitoring Information**

We are committed to equality of opportunity and are keen to monitor the effectiveness of our recruitment practice. Any information provided on this form will be treated in the strictest confidence and will only be used for the purpose of recruitment monitoring.

**Please tick or complete as appropriate.**

**Name:**

**Post Applied for: School / Service:**

**Gender**

Male:🞎 Female:🞎

**Age Group**

Under 20 years: 🞎 20 – 29 years:🞎 30 – 39 years:🞎

40 – 49 years: 🞎 50 – 59 years: 🞎 60 + years 🞎

**Ethnic Origin**

How would you describe your ethnic origin? (please tick one.)

**White Asian or Asian British**

White British:🞎 Indian:🞎

White Irish:🞎 Pakistani:🞎

White European:🞎 Bangladeshi:🞎

Any Other White background:🞎 Any other Asian background:🞎

**Black or Black British Dual Heritage**

Black Caribbean:🞎 White and Asian :🞎

Black African: 🞎 White and Black African : 🞎

Any other Black background:🞎 White and Black Caribbean:🞎

Any other dual background:🞎

**Other Ethnic Groups**

Chinese :🞎

Any other ethnic group: 🞎

**People with Disabilities**

The Equality Act 2010 defines a person as having a disability if s/he ‘has 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’. Hounslow Council is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.

Do you consider yourself to have a disability?

Yes:🞎 No:🞎

**Advertisement**:

How did you find out about this vacancy? (Name of the newspaper/journal, council jobs list, web site, friend etc)

**Thank you for taking the time to fill in this Equalities Monitoring Form.**