**SCHOOL SUPPORT STAFF**

**APPLICATION FORM**

A picture containing drawing

Description automatically generated



*‘All pupils achieve the highest standard of educational outcomes regardless of circumstance or background’*

The drb Ignite Trust has been established through a shared belief that lives can be transformed by what goes on in schools.

The Trust is committed to equal opportunities in employment, is inclusive and positively welcomes all applications. The Trust follows government guidance with regard to people living with disabilities and welcomes applications.

[Recruitment and disabled people - GOV.UK (www.gov.uk)](https://www.gov.uk/recruitment-disabled-people)

Successful applicants will be required to undertake an enhanced DBS check. Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity with children.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black font/ink.** This form is also available in large print on request.

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**1. VACANCY DETAILS

Position Applied For:         

School:

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**2. PERSONAL DETAILS**

**First Name(s):** **Last Name:**

**Any Previous Name/s:**

**Address:** **Postcode:**

**Daytime Tel:** **Evening Tel:**

**Mobile Tel No:**

**Email Address:**

**Do you have the right to work in the UK?** Yes:☐ No:☐

Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role:

**National Insurance Number, if you have one:**

**––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**3. GENERAL INFORMATION**

**Are you related to or do you have a close relationship with an employee of the school to which you are applying or any pupil within our Trust or any employee of drb Ignite Trust central team?** Yes:☐ :No:☐

**If yes, please provide details:**

**Name:** **Relationship:**

**Position:** **Department:**

**Do you wish to job share the position you are applying for?** Yes:☐ No:☐

**––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**4. ARRANGEMENTS FOR INTERVIEW**

**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, audioloop, etc):**

**––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

5. EDUCATION/QUALIFICATIONS (Start with Secondary first)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Secondary school/ College/ University, etc. | Examinations taken or to be taken | Results and Grades | Date gained/  expected |
| Mth | Yr | Mth | Yr |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**6. TRAINING (Most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**7. MEMBERSHIP**

Please indicate membership of any organisation(s) relevant to this position

**Name of organisation:**      

**Type of membership:**       **Date of membership:**

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**8. PAST EMPLOYMENT AND EXPERIENCE**

Please complete the following, in full chronological order, starting with your current employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Please also include any breaks in employment history together with the reason for the break.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Employer | Job Title | Reason for change |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––9. PRESENT AND MOST RECENT EMPLOYMENT (If any)**

**Job title:       Employer:       Salary:**

**Date started:       Date left (if applicable):**

**Address:       Post code:**

**Reason/s for leaving (if applicable):**

**10. ILL HEALTH RETIREMENT/DISMISSAL**

Have you ever taken ill health retirement from a previous role? Yes: ☐ No: ☐

If yes, date:

Name of Department:      

Have you ever been dismissed from a school for misconduct? Yes: ☐ No: ☐

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and

Confidential’ and return with your application.

(Please be assured that providing this information will not necessarily bar you from employment)

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

11. WRITTEN REFERENCES

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 headteacher, 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.

Headteacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Headteacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

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.

Please advise if you do not want us to take up references at this stage and provide reasons.

Please include an email address and you should contact your referees to let them know they may be required to provide a reference.

**Name:**

**Address:** **Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**Name:**

**Address:** **Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

*(Here, you should detail how your knowledge, skills and abilities match those set out in the job description and person specification. No more than 3 sides of A4 paper in total).*

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**13. CONSENT, DISCLOSURE AND CONFIRMATION**

**Consent**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the Trust, to Trustees, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Disclosure**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)?

If you do have any convictions or cautions; you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment.

If you are short-listed for this position you will be required to disclose this information on a self-declaration form.

**Confirmation**

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

**Signature:** **Date:**

**Print Name:**

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**14. RETURN ADDRESS**

**Please return to: SCHOOL TO ADD EMAIL ADDRESS HERE**

**–––––––––––––––––––––––––––––––––––––––––––––––––––––––––––**

**15. EQUAL OPPORTUNITIES MONITORING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Equal Opportunities Monitoring Form  The drb Ignite Academy Trust is committed to the elimination of all forms of unjustifiable discrimination. The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask all applicants to complete the questions detailed below  This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process. | | | | | | | | | | | | | | |
|  | **Please tick as appropriate:**  1. Which of the following do you consider to be your ethnic origin?  (tick only one box), see below for explanatory notes. | | | | | | | | | | | |  | |
|  | White British (AWB) | | White and Black Caribbean (BWBC) | | | | | | Indian (CIN) | | |
|  | White Irish (AWI) | | White and Black African (BWBA) | | | | | | Pakistani (CP) | | |
|  | White Other (AWO) | | White and Asian (BWA) | | | | | | Bangladeshi (CB) | | |
|  | Chinese (ECH) | | Mixed Other (BMO) | | | | | | Asian Other (CAO) | | |
|  | Caribbean (DBC) | | African (DBA) | | | | | | Black Other (DBO) | | |
|  | | | | | |  | | |
|  | Other Ethnic Group (EOE) (Please describe) | | | |  | | | | | |  |
| 2. Are you  Male  Female  3. Do you have a disability?  Yes  No | | | | | | | | | | | |
| 4. Please tick the age band currently applicable to you | | | | | | | | | | | |
| i. up to 19 | | ii. 20-29 | | iii. 30-39 | | iv. 40-49 | | v. 50-65 | | vi. Over 65 | |
| Where did you see this post advertised? | | | | | | | |  | | | | | |  |
| **Monitoring Form Explanatory Notes**  The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.  Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.  If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and give details in the space provided above. | | | | | | | | | | | | | | |