

SUPPORT STAFF APPLICATION FORM

Please use black ink/print when completing this form

1.

Application for
the post of:

at:
(School/ College/
Children's Centre)

2.

Last
Name

First Names

Title

Any Previous Last Names

Address

Post Code:

Daytime tel. no.

Evening tel. no.

Email:

3. Education (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded

4. Job related training (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

5. Employment history

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

Current employer

Employer's name/dept

Address

Postcode

Post held

Date appointed

Salary

Grade (if applicable)

Other allowances

Notice period

Previous experience (most recent employer first). **Please include details of gaps in employment here.**

Employer's name and type of business	Post held	Date				Reason for leaving
		From Month	Year	To Month	Year	

6. Reasons for applying for this post

7. Experience and personal skills

Please give details of all your experience, skills and abilities relevant to the post applied for.

If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc. Attach a continuation sheet if necessary.

A large empty rectangular box with a black border, intended for the applicant to provide details of their experience and personal skills.

8. Additional relevant interests (Such as membership of any club, leisure activities and hobbies)

9. References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer**; the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>		
		Postcode:	<input type="text"/>
Daytime tel. no.	<input type="text"/>	Email:	<input type="text"/>

Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>		
		Postcode	<input type="text"/>
Daytime tel. no.	<input type="text"/>	Email:	<input type="text"/>

10. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent".

Have you ever been convicted of any criminal offences warned or reprimanded in or been officially cautioned relation to any such offence? YES NO

Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA) or the General Teaching Council? YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the ISA.**
- Copies of the County Council's policy on the employment of ex-offenders and the CRB Code of Practice are available on request.

- Copies of disclosure certificates are retained by the Local Authority until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

11. Where did you see the advertisement for this post?

12. Further information and declaration

Do you hold a full UK driving licence?

YES NO

Would you have use of a car for work?

YES NO

Would you require sponsorship (previously a work permit) to take up this post

YES NO

National insurance number

Canvassing in any form may disqualify you from employment. If you have a direct relationship with a County Councillor, Senior Manager of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority. Please state their name(s) and the nature of the relationship.

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date