

## APPLICATION FORM FOR SUPPORT STAFF POSTS

|   |  |
|---|--|
| Post Applied for:                       |  |
| Where did you see this post advertised: |  |

| PERSONAL DETAILS                     |  |
|--------------------------------------|--|
| Surname:                             | First Name:                                    |
| Previous Surname:<br>(if applicable) | Title:   |
| Date of birth:                       | National Insurance no.:                        |
| Address:                             | Telephone numbers<br>Home:<br>Mobile:<br>Work: |
| Postcode:                            | Are we able to contact you at work             |
| Email                                |  |

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|---|
| <p>If you are not a European Citizen, please state if a work permit is required:<br/>You will be required to provide evidence of eligibility to work in the UK.</p> |
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|  |                           |
|--|---------------------------|
| <p><b>REFEREES</b> – Please give the names and contact details of two referees, one of whom should be your present/most recent employer. If your most recent employer is not a child care related employer and you have previously worked in a role working with children please list an appropriate person from that employment as a referee.</p> |                           |
| 1. Name:   | 2. Name:                  |
| Position/Job Title:  | Position/Job Title:       |
| Name of Employer:  | Name of Employer:         |
| Address:   | Address:                  |
| Postcode:  | Postcode:                 |
| Telephone:   | Telephone:                |
| Email:   | Email:                    |
| Relationship to yourself:  | Relationship to yourself: |



**BREAK IN EMPLOYMENT**

|                                |       |
|--------------------------------|-------|
| Reason for break in employment | Dates |
|                                |       |
|                                |       |

**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Please indicate membership of any organisation(s) relevant to the job.

| Name of organisation | Type of membership | Is membership current? |
|----------------------|--------------------|------------------------|
|                      |                    |                        |
|                      |                    |                        |
|                      |                    |                        |

**EDUCATION & TRAINING**

Please give details of any educational, technical and/or professional qualifications (Secondary school and higher). If you are currently studying please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify. All qualifications relevant to the post are checked.

| Dates From/To (MM/YY) | School/College/University attended (Name & address) | Subject(s) Taken | Qualification (Grades/Results) |
|-----------------------|---|------------------|--------------------------------|
|                       |   |                  |                                |
|                       |   |                  |                                |
|                       |   |                  |                                |
|                       |   |                  |                                |
|                       |   |                  |                                |

**Work Related Training** (Please give details of relevant training/CPD)

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## **SUPPORTING STATEMENT**

Please read the job description/person specification and, on no more than two sides of A4, give details of your skills, abilities, achievements and experience (including outside interests) which you think would be useful in this job. Within this statement, please detail examples of your successes within your teaching career, including previous and current roles. Please also provide an outline of the key duties in your current/previous roles. This may include evidence of progress and attainment of pupils you have taught.

### **Your Statement:**

**Your Statement (continued):**

**When could you take up your duties if appointed?**

**Canvassing**

In order to ensure transparency in the selection process please state whether you are related to, or in a close personal relationship with a member of Engaging Potential.

Name

Relationship

Position

**Convictions/Disqualifications**

Please give dates and details of any convictions for driving offences, and/or disqualifications from driving or performance of professional duties.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? (please see Disclosure and Barring Service website for further details <https://www.gov.uk/government/organisations/disclosure-and-barring-service>)

Are you included in the list of people barred from working with children or vulnerable adults maintained by the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006? If you have answered '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.

**Rehabilitation of Offenders Act 1974**

If you are applying for a position that involves contact with children or vulnerable adults or handling data of a sensitive nature you will be required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to declare any information about convictions, past cautions or prosecutions pending. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria of the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. If after interview it is decided to offer you the post you will be required to complete a DBS application form which will be processed through the Disclosure and Barring Service. Please detail the offence(s), including spent convictions, in a sealed envelope and staple it to this application. The existence of 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 and vulnerable adults if you are excluded from such work by virtue of a court order or exclusion by the NCSL, Doha and DBS. A copy of our policy on the employment of ex-offenders and the DBS Code of Practice are available on request. If the DBS check discloses a conviction which you had failed to disclose, this may disqualify you from appointment, or result in summary dismissal if the discrepancy is identified.

**Declaration**

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes.

**Signature****Date**

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. If your application is unsuccessful your details will be kept for a period of six months and will then be destroyed.

## Safeguarding at Engaging Potential

Engaging Potential places the highest importance upon safeguarding pupils and ensuring that employees and volunteers are properly screened. Please answer the questions fully and accurately.

|   |                       |
|---|-----------------------|
| Your name:  | Position Applied For: |
| 1. Do you have any convictions (spent or unspent) imposed by the courts which would not be filtered out in line with current guidance?<br><br>If yes, please give details:  |                       |
| 2. Do you have any cautions, reprimands or final warnings which would not be filtered out in line with current guidance?<br><br>If yes, please give details:  |                       |
| 3. Do you have any criminal/abuse cases pending against you?<br><br>If yes, please give details:  |                       |
| 4. Are you currently or have you ever been the subject of investigation required by the police, or a statutory agency, or other body, revolving around abuse or neglect of a child, or vulnerable adult, or other inappropriate behaviours?<br><br>If yes, please give details: |                       |
| 5. Are there any reasons why you may be considered unsuitable to work with children?<br><br>If yes, please give details:  |                       |

**If you have a Data Barring Service Certificate, please let us know.**