Application for Employment – Education Support Staff

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Job reference:
School:	Closing date:

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Previous Name(s):
	NI Number:
	Telephone (Daytime):
	Telephone (Mobile):
Postcode:	Email address:

2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer:	
Job title:	Salary:
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	

Reason for seeking new position/leaving:

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

Please start with the most recent *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

Job title and brief outline of duties	Name and address of employer	Dates From - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship *including current studies, with the most recent first.*

Name of institution	Dates From – To (month & year)	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any relevant learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary.

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

The school will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with the school. As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write 'none'.

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has," a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes ☐ No ☐

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information.

Are you eligible to work in the UK? Yes ☐ No ☐

Do you require a work permit? Yes ☐ No ☐

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment? Yes ☐ No ☐
(If yes, give details)

Are you related to any member of staff / governor at the school? Yes ☐ No ☐

If yes, give name and relationship:

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom must be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. References must cover a **minimum of three years** of employment regardless of any previous DCC service. If there has been a gap in employment or where you do not have three years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

References will be taken up on all short-listed candidates before interview.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write 'none':

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the school and/or Devon County Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature: Date:

Where did you see the advertisement for this post?

DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE SCHOOL / COUNCIL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE SCHOOL / COUNCIL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 12 MONTHS.

YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL.

FOR SCHOOL / OFFICE USE ONLY

Application received:	/ / 20	Application acknowledged:	/ / 20
Equal Opportunities questionnaire removed and recorded anonymously: / /20			
Shortlisting			
Interview date:	/ / 20		
Shortlisted - Notified of interview date:	/ / 20	Not shortlisted - Informed of decision:	/ / 20
Selection			
Yes: offered employment:	/ / 20	No: Informed of decision:	/ / 20
Employment checks			
Evidence of qualifications received:	/ / 20	Evidence of eligibility to work in the UK received:	/ / 20
References requested:	/ / 20	References received:	/ / 20
References satisfactory?	Y / N		
Online DBS check:	/ / 20	DBS check received:	/ / 20
DBS check satisfactory?	Y / N		
Medical check sent:	/ / 20	Medical check received:	/ / 20
Medical check satisfactory?	Y / N		
Appointment			
Start date:	/ / 20	Statement of Particulars sent:	/ / 20

Version date: 4/2017

Equality and Diversity Monitoring

Please complete the form that follows on the next page.

Freedom from discrimination and equality of opportunity are basic rights. NAME OF SCHOOL is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

Guidance Notes on Disability

Under the Equality Act 2010 you are considered to have a disability if you have *'a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities'.*

Physical and mental impairments include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

Substantial adverse effect is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Long term effect is one which has lasted, or is likely to last, 12 months or more.

Normal day to day activities are those which are carried our by most people on a fairly regular and frequent basis.

Full definitions of disability are available from https://www.gov.uk/definition-of-disability-under-equality-act-2010.

disability confident EMPLOYER

Guaranteed Interview **REMOVE IF NOT APPLICABLE**
As a disability confident employer we guarantee to interview all disabled applicants who meet the essential criteria of the person specification. Please indicate on the application form if you require adjustments for the interview.

Devon County Council

First Name(s):……

Surname: ……..

1. GENDER: Male ☐ Female ☐

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2. AGE: 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐
45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

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3. ETHNIC GROUP:
To which of these groups do you consider that you belong? (tick appropriate box)

Asian or Asian British		**Mixed**	
Indian	☐	White and Black Caribbean	☐
Pakistani	☐	White and Black African	☐
Bangladeshi	☐	White and Asian	☐
Any Other Asian Background	☐	Any other Mixed background	☐
Black or Black British		**White**	
Caribbean	☐	British	☐
African	☐	Irish	☐
Any Other Black Background	☐	Any other White background	☐
Chinese or Other Ethnic Group			
Chinese	☐	**If you have answered 'any other' in any group**	
Any Other	☐	**please specify below**	

…….

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4. DISABILITY
Do you consider yourself to have a disability? Yes ☐ No ☐
(Please see guidance on the previous page)

For internal use only

Job Title: ……..

Vacancy Ref: …….