



# SUPPORT STAFF APPLICATION FORM FOR APPOINTMENT AT ARCHBISHOP BLANCH VOLUNTARY AIDED SCHOOL Technology College & Training School

Please read the notes on back page before completing this form

## CONFIDENTIAL

1. Application for the post of : \_\_\_\_\_  
at Archbishop Blanch Voluntary Aided School at which the Governing Body is the employer.

### 2. PERSONAL DETAILS

Surname of applicant: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Title (Mr, Mrs, Miss, Ms, Revd, Dr, etc.): \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Home telephone No \_\_\_\_\_

Work telephone No \_\_\_\_\_

Mobile phone No \_\_\_\_\_

Email address: \_\_\_\_\_

Date of current CRB Enhanced Certificate (if held): \_\_\_\_\_

National Insurance No: \_\_\_\_\_

Are there any restrictions on your residence or employment in the United Kingdom? YES/NO  
If you have answered YES, please give details:

### 3. EDUCATION

Please list all training and qualifications which are relevant to this post including GCSE,GCE, O/A Level or equivalent, degree or equivalent and subsequent appropriate qualifications. Please indicate participation in courses whether or not they resulted in a formal qualification.

Course title and main subject	Certificate/Qualification (if any)	Dates From To	Where obtained
<u>At School</u>			
<u>In Higher Education</u>			
<u>Other qualifications (including any. ICT skills)</u>			
<u>INSET and other courses</u>			

#### Current membership of professional bodies

Date Admitted	Professional Body/ Association	Current Status	Membership Number

#### 4. PRESENT EMPLOYMENT

Job Title \_\_\_\_\_

Date Appointed \_\_\_\_\_

Employer (Name & Address) \_\_\_\_\_

\_\_\_\_\_

Salary Scale (If Applicable) \_\_\_\_\_

\_\_\_\_\_

Salary/Wage \_\_\_\_\_

\_\_\_\_\_

Other Benefits/Allowances \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

Notice Required \_\_\_\_\_

#### 5. PREVIOUS EMPLOYMENT (in date order, starting with most recent)

From	To	Employer (include address)	Job Title, Grade/Salary

## 6. EXPERIENCE

Please give details below of your experience relevant to the requirements of this post, including any unpaid work and other outside interests. (Continue separate sheet if necessary or you may write a separate letter of application).

**7. ATTENDANCE DETAILS**

**Provide details of any sickness absence in the last TWO years**

Dates of absence		Number of working days lost	Reason
From	To		

**8. INSET & OTHER TRAINING COURSES (over last TWO years) which are relevant to this post**

## 9. REFEREES

Please give the names and addresses of two people from whom references may be sought concerning your application. **One of the referees must be your current/last employer** who will be asked specifically about your attendance record. **N.B No appointment will be made unless satisfactory references are received.**

### Reference 1

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No \_\_\_\_\_

Email \_\_\_\_\_

### Reference 2

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No \_\_\_\_\_

Email \_\_\_\_\_

**Note:** References will normally be taken up prior to interview. Please indicate if your Referees may be contacted at this stage

Referee 1 Yes  No

Referee 2 Yes  No

### FOR OFFICE USE ONLY

#### Reference 1

Requested  Received

#### Reference 2

Requested  Received

Please give the name and address of your Vicar/Rector/Minister or other suitable person whom the Governors may approach for a reference with regard to your religious commitment, if any.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

Email \_\_\_\_\_

## OTHER INFORMATION

Please state where you learned of this vacancy \_\_\_\_\_  
\_\_\_\_\_

Are you to your knowledge, related to a member of the Governing Body or any holder of senior office in the school or at the Local Authority?  
**YES / NO**

If **YES**, please state the person(s) and the relationship(s)  
\_\_\_\_\_

## DECLARATION

I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I am required to provide for the governing body, as employer, an original document<sup>1</sup> showing my entitlement to work in this country.

I understand that appointment to this post is subject to a satisfactory Enhanced Criminal Records Bureau disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions<sup>2</sup>.

I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (such as a General Teaching Council).

I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.

To be best of my knowledge and belief the information supplied by me on each section of this form is correct.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Acceptable documents include: National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorization allowing you to work in this country.

<sup>2</sup> Please note that information about criminal convictions will remain confidential and will not be used to determine your general suitability for employment. However, it will be made available to the panel should you be selected by them for appointment

## ADDITIONAL INFORMATION – STRICTLY CONFIDENTIAL

This section of the form seeks additional information pertinent to your application. It will be removed before short listing and will not be seen by any members of the selection panel.

Access to this information will be limited to staff involved in the administration of the appointment process who need it for equal opportunities monitoring purposes or to take action based upon the information provided.

POSITION APPLIED FOR: \_\_\_\_\_

Surname: \_\_\_\_\_ Title (Mr/Mrs/Ms/Miss etc): \_\_\_\_\_

Forename(s): \_\_\_\_\_

Former name(s): \_\_\_\_\_ Date of birth: \_\_\_\_\_

### MEDICAL HISTORY

Please state, with dates, any **serious** illnesses or **operations** you have had:

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Do you suffer from recurring ailments? **YES / NO** If you have answered **YES** please specify:

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### DISABILITY

Do you consider that you have a disability as defined by the Disability Discrimination Act 1995, which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities? **YES / NO**

If you have answered YES, please give brief details of the disability and any adjustments which you consider would need to be made to enable you to carry out the duties of a registered teacher:

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please continue on a separate sheet if necessary/

## EQUAL OPPORTUNITIES MONITORING SHEET

**This section of the form is for equal opportunities monitoring purposes and will be removed before short listing. It will not be used in any way as part of the selection process.**

**GENDER** (please specify): \_\_\_\_\_

### PLEASE INDICATE YOUR CULTURAL/ETHNIC ORIGINS

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff and is recommended by the Commission for Racial Equality ([www.cre.gov.uk](http://www.cre.gov.uk))

<b>WHITE</b>	<b>please tick</b>
British	
English	
Scottish	
Welsh	
Other (please write in)	
Irish	
Any other <b>White</b> background (please write in)	

<b>BLACK, BLACK BRITISH, BLACK ENGLISH, BLACK SCOTTISH, BLACK WELSH</b>	
Caribbean	
African	
Any other <b>Black</b> background (please write in):	

<b>ASIAN, ASIAN BRITISH, ASIAN ENGLISH, ASIAN SCOTTISH, ASIAN WELSH</b>	
Indian	
Pakistani	
Bangladeshi	
Any other <b>Asian</b> background (please write in):	

<b>MIXED</b>	
White & Black Caribbean	
White & Black African	
White & Asian	
Any other <b>Mixed</b> background (please write in):	

<b>Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh or other ethnic group</b>	
Chinese	
Any <b>other background</b> (please write in):	

<b>Prefer not to state</b>	
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<b>Religion</b> (please state)	
Prefer not to state	

## NOTES TO APPLICANTS

<ul style="list-style-type: none"><li>• Before signing this form please check that every section has been completed.</li><li>• The form and letter should be returned as instructed in the details of the post.</li><li>• Enclose a stamped addressed envelope if you wish us to acknowledge your application.</li><li>• You are reminded that this is an application for a post in a Church of England/Church in Wales Voluntary Aided school in which the Governing Body is the employer. If you are appointed, the Contract you will be asked to sign includes the following clause:</li><li>• <i>‘As a member of staff in a Church of England/Church in Wales school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.’</i></li><li>• The successful applicant will be required to provide an Enhanced Disclosure from the CRB.</li><li>• The successful applicant will be required to provide an Enhanced Disclosure with the CRB.</li><li>• The school’s duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age-bias.</li></ul>	<p style="text-align: center;"><b>Details of referees</b></p> <ul style="list-style-type: none"><li>• One referee should be your current or most recent employer. If you are not currently working with children, but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.</li><li>• The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.</li><li>• If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, the relevant previous employer will be asked about those issues.</li><li>• References from relatives or friends writing solely as friends will not be accepted.</li></ul>
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