

Internal use only

Ref. No. _____



Employment Application Form: Support Staff

Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For information on how we process your data please refer to the Trust's [Privacy Notice for Job Applicants](#).

Please ensure that you complete **all** sections of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, summary dismissal if you are in post or possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title

Information for Shortlisting and Interviewing

1. Personal Details

Title	
Forename	
Forename 2	
Surname or family name	
Preferred name	
Do you have a current full driving licence? (only applicable for posts that require driving)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require sponsorship (previously a work permit)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details below:

2. Contact Details

Home telephone number	
Mobile telephone number	
Email address	

3. Address Details

House Name	
Number/Street	
Local Area	
Post Town	

County	
Postcode	
Address Type	Business <input type="checkbox"/> Holiday <input type="checkbox"/> Home <input type="checkbox"/> Term-time <input type="checkbox"/> Weekend <input type="checkbox"/>

4. Full Chronological Employment History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, voluntary work and employment. Please indicate and explain any periods of unemployment or time not in education/training.

For your current employer, if applicable, please include your notice period.

Job title or position	Company Name	Job Details - <i>Brief description of activities</i>	Full or part-time	From DD/MM/YY YY	To DD/MM/YY YY	Reason for leaving

Please enclose a continuation sheet if necessary.

5. Gaps in Employment

Please provide details of any gaps in your employment history

From DD/MM/YYYY	To DD/MM/YYYY	Reason

6. Education and Training

Please enter details of your qualifications and relevant training below. If you do not have any qualifications or relevant training, please proceed to the next section.

Please note that original certificates of all qualifications will need to be produced at interview, copies are unacceptable.

Place of Learning	From DD/ MM/YYYY	To DD/ MM/YYYY	Examination passed (e.g. GCSE, A Level, BSC), subject and grade	Qualification date obtained DD/ MM/YYYY

7. Membership Details

Please give details of any membership to any professional bodies that are relevant to the post applied for.

Membership name	Membership number	Membership Level	Start Date DD/MM/YYYY

8. Relevant Experience, Interests and Skills

Please provide a summary of your relevant experience, skills and interests taking into consideration the personal specification for the vacancy. In addition, please provide any other information not already captured in your application which you wish to be considered.

9. Referees

Please provide details of two people to whom references can be obtained. The referees, where applicable, should include your most recent employer. If you are not currently working with children but have done so previously, please provide a referee from your most recent employment involving children in addition to a referee at your current or most recent employer.

Referees will be asked about all disciplinary offences, which may include those where the penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First referee

Title and name	
Reference type	Current employer <input type="checkbox"/> Education <input type="checkbox"/> Previous Employer <input type="checkbox"/>
Referee job title	
Professional relationship to applicant	
Email address	
Telephone number	
Address and postcode	

I consent to this reference being requested prior to interview.

Yes No

Second referee

Title and name	
Reference type	Current employer <input type="checkbox"/> Education <input type="checkbox"/> Previous Employer <input type="checkbox"/>
Referee job title	
Professional relationship to applicant	
Email address	
Telephone number	
Address and postcode	

I consent to this reference being requested prior to interview.

Yes No

10. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate.
- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is 'time expired' and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing below I consent to my named referees being contacted in accordance with the above.

Signature of applicant	
Print name	
Date	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer.

11. Disclosure Form

Criminal Convictions

Please read the information below before completing the following sections.

Information provided in this section of the application form is classed as sensitive data and will be treated as such. The information will not be used for the purposes of shortlisting. Should you prefer not to provide the disclosure information at this stage in the recruitment process, you will be required to do so if you are invited for an interview

The Trust's policy requires all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at www.gov.uk/serach?q=filtering&tab=detailed-results.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The Trust's stance on the recruitment of ex-offenders can be found in the Resourcing Policy published on the Trust's website.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Disqualification and Disqualification by Association

This is only applicable if working in an early or later years setting - children up to age 8.

This position may bring you into contact with children in early and/or later years. You are therefore required to be familiar with the DfE statutory guidance Disqualification under the Childcare Act 2006. By competing this disclosure you confirm

that you are not disqualified and, to the best of your knowledge, no one who lives or works in the same household as you is disqualified from working in an early or later years setting. If you are appointed you will be required to immediately inform the Principal or Head of Central Department if you become disqualified, or if you become aware that anyone who lives or works in your household becomes disqualified.

If you are appointed, this record will be retained on your personal file for the duration of your employment. If you are not appointed, this record will be securely destroyed in accordance with the Trust's Privacy Notice for Job Applicants; a copy of which is available on the Trust's website.

Convictions, Cautions, Warnings and Reprimands except those 'protected'

Spent and Unspent Convictions, Cautions, Warnings and Reprimands except those 'protected'. Please enter "none" if not applicable.

Offence

Date (DD/MM/YYYY)

Court - Convictions, Cautions, Warnings and Reprimands

Sentence/Penalty

Pending Prosecutions

Please enter "none" if not applicable.

Alleged Offence

Appearance Date (DD/MM/YYYY)

Court - Pending Prosecutions

Prohibition from Teaching (if teaching post)

Are you subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013?

Are you subject to a Prohibition Order or Interim Prohibition Order?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

Pecuniary Interests

Do you, your partner or your immediate family have a direct or indirect interest in the companies/organisation/body which the school may wish to purchase goods or services?

Do you have any pecuniary interests to disclose?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

If you, your partner or your immediate family have a direct or indirect interest in the companies/organisation/body which the school may wish to purchase goods or services, please provide the following details:

- Name of Company
- Nature of Interest
- Nature of your/partner/family interest
- Please provide details if applicable

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12. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

I certify that I have read and understood the contents of the document 'Recruitment Information Pack'. If you have not read this document, you will find it attached to the job advert.

I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police.

I understand and accept that the information I have provided may be used in accordance with the reference declaration, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant	
Print name	
Date	

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13. Equality and Diversity Monitoring

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential, and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR).

Ethnic group	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy/Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black - Caribbean	
	BAFR	Black - African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	REFU	Refused/Prefer not to say	
	OOth	Any other ethnic group	
Sexual orientation	Please tick		
Bi-sexual			
Gay man			
Gay woman			
Heterosexual			
Other			
Prefer not to say			

Gender	Please tick
Female	
Male	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	
Dissolved Civil Partnership	
Divorced	
Partner	
Separated	
Widowed	

Disability	Please tick
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
Not Known	
Disability description:	
Religion	Please tick
Atheist	
Buddhist – Hinayana	
Buddhist – Mahayana	
Christian – Orthodox	
Christian – Protestant	
Christian – Roman Catholic	
Confucianism	
Hinduism	
Humanism	
Islam – Shiite	
Islam – Sunni	
Judaism – Hassidic	
Judaism – Orthodox	
Judaism – Reformed	
Not Specified	
Prefer Not to Say	
Shintoism	
Sikhism	
Taoism	

14. Monitoring of Advertising Effectiveness

The provision of this information is not compulsory but would be useful to us in order to improve our advertising campaigns and to ensure that we are utilising public funds in the most effective manner.

Where did you hear about this position? Please tick as appropriate:

- Cambridge News
- Facebook
- Fish for Jobs
- Friend/colleague recommendation
- Indeed
- National Teaching Vacancies (DfE)
- School website
- Suffolk Live
- TES
- Teach in Cambs
- Trust website
- Vocated
- X (formerly Twitter)
- Other Please state: _____

If your application is a result of a recommendation from one of our Anglian Learning employees, please complete the information below:

Name of Anglian Learning employee	
Role employed in	
School/Location where they are based	