

FOR OFFICE USE
Date sent out:
Date returned:
Application no:
Closing date:



School Support Staff job application form

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

This school is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

It is important that you refer to the [Guidance Notes](#) before completing this form.

This form is also available in large print, Braille or on audio tape on request.

1. VACANCY DETAILS

Job title: _____ **School/Establishment:** _____

2. PERSONAL DETAILS

First Name(s):	Last Name:	
Title e.g. (Mr,Mrs,Miss,Ms):	Any Previous Name/s:	Date of birth:
Address:		Postcode:
Daytime Tel:	Evening Tel:	
Mobile Tel No:	Email Address:	

Please indicate if you are happy to receive correspondence via your email address.

E.g. invite to interview letter Yes: ☐ No: ☐

National Insurance Number, if you have one:

Do you have the right to work in the UK? Yes: ☐ No: ☐

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job)

Yes: ☐

No: ☐

3. GENERAL INFORMATION

Are you related to or do you have a close relationship with: A Birmingham Councillor; Birmingham School Governor; an employee of the school to which you are applying, or an employee of Birmingham City Council?

Yes: ☐

No: ☐

If yes, please provide details:

Name:

Position:

Relationship:

Directorate:

Do you wish to job share the position you are applying for?

Yes: ☐

No: ☐

4. ARRANGEMENTS FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for interview and/or work based exercise?

Yes: ☐

No: ☐

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tapes, etc.)

5. EDUCATION/QUALIFICATIONS (start with secondary first)

From		To		Secondary school/College/University, etc.	Examinations taken or to be taken	Results and Grades	Date gained
Mth	Yr	Mth	Yr				

6. **TRAINING** (most recent first)

Year	Organising body	Course title	Length of course

7. **MEMBERSHIP**

Please indicate membership of any organisation/s relevant to this position

Name of organisation

Type of membership

Date of membership

8. PAST EMPLOYMENT & EXPERIENCE – (most recent first)

Please complete the following, in full chronological order, starting with your current employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Please also include any breaks in employment history together with the reason for the break.

From		To		Employer	Job Title	Reason for change
Mth	Yr	Mth	Yr			

9. PRESENT AND MOST RECENT EMPLOYMENT (if any)

Job title:

Employer:

Salary:

Date Started:

Date left (if applicable):

Address:

Post code:

Reason/s for leaving (if applicable):

10. ILL HEALTH RETIREMENT/DISMISSAL

Have you ever taken ill health retirement from Birmingham City Council?

If yes, date:

Name of Department:

Yes: ☐

No: ☐

Have you ever been dismissed from a school for misconduct?

Yes: ☐

No: ☐

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

Have you ever been dismissed for misconduct from a Birmingham City Council Department?

If yes, date:

Name of school and LA:

Yes: ☐

No: ☐

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

11. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher or appropriate line manager. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address:

Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

Name:

Address:

Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(No more than 3 sides of A4 paper in total)

12.OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION CONTINUED

13. DATA PROTECTION ACT 1998 – Consent and Certification of

Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

14. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Signature:

Date:

Print Name:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

15. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.

The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced with new legislation.

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 on the filtering of cautions and convictions can be found at the Disclosure and Barring Service Website – www.gov.uk

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs that are not protected, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box. ☐

Having a criminal conviction will not necessarily bar you from employment.

16. RETURN ADDRESS

Please return to:

For School Use Only:

Please ensure that completed applications for successful candidates are returned via the new starter form on the Schools HR Portal.

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: ☐ Female ☐ Male

Date of Birth:

Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background.

These are based on the 2011 Census with additional categories included.

A White

☐ British ☐ Irish ☐ Gypsy or Irish Traveller ☐

Albanian

Any other White background, please indicate:

B Mixed

☐ White/Black – Caribbean ☐ White/Asian ☐ White/Black – African ☐ Black/Asian

Any other mixed background please indicate:

C Asian or Asian British

☐ Indian ☐ Kashmiri ☐ Pakistani ☐ Bangladeshi ☐ Chinese

Any other Asian background, please indicate:

D Black or Black British

☐ Caribbean ☐ African

Any other Black background, please indicate:

E Other ethnic group

☐ Arab ☐ Kurdish ☐ Vietnamese

Any other please indicate:

Not disclosed ☐

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: ☐ No: ☐

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here. ☐

EMPLOYMENT STATUS

Are you currently employed by Birmingham City Council? Yes: ☐ No: ☐

Are you currently employed by a school in Birmingham? Yes: ☐ No: ☐

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes: ☐ No: ☐

WHAT IS YOUR SEXUAL ORIENTATION?

☐ Bisexual ☐ Lesbian or Gay ☐ Heterosexual ☐ Not Disclosed

RELIGION

☐ Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh

☐ No religion ☐ Not stated Other - please specify:

JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

☐ Schools Support Staff Bulletin ☐ Jobs4U Bulletin ☐ Birmingham City Council Website

☐ WMJobs.co.uk ☐ TES website ☐ TES printed press

☐ Website, other (please specify) ☐ Professional Journal (please specify)

☐ Birmingham Evening Mail ☐ Other printed media (please specify) ☐ Radio (please specify)

☐ Word of Mouth ☐ Careers/open day (please specify) ☐ Jobcentre Plus

☐ Search Consultant ☐ Other (please specify):