

**Internal use only**

**Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Rec’d. \_\_\_\_\_\_\_\_\_\_\_\_**

**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.**

Please ensure that you complete **all** sections of Part 1 and Part 2 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** |  |

**Part 1: Information for Shortlisting and Interviewing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename** |  | **Surname/Family Name** |  |

1. **Letter of Application**

Please enclose a letter of application no more than 2 sides of A4 demonstrating how your skills meet the role and person specification requirements.

1. **Personal Information**

|  |  |
| --- | --- |
| **Surname or family name** |  |
| **All forenames** |  |
| **Title** |  |
| **Current address** |  |
| **Postcode** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |
| **Do you have a current full driving licence? (only applicable for posts that require driving)** | **Yes** [ ]  **No** [ ]  |
| **Do you require sponsorship (previously a work permit)?** | **Yes** [ ]  **No** [ ] If Yes, please provide details under separate cover. |

1. **Current/Most Recent Employment**

|  |  |
| --- | --- |
| **Name, address and telephone number of employer** |  |
| **Nature of employer’s business** |  |
| **Job title**Please enclose a copy of the job description if possible |  |
| **Dates of employment** | From (DD/MM/YYYY) To (DD/MM/YYYY) |
| **Salary** |  |
| **Date available to begin new job / Notice Period** |  |

1. **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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job title or position** | **Name and address of school, other employer, and brief description of activity** | **Number on roll and type of school, *if applicable*** | **Full or part-time** | **From****DD/MM/YYYY** | **To****DD/MM/YYYY** | **Reason for leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please enclose a continuation sheet if necessary.

1. **Gaps in Employment**

Please provide details of any gaps in your employment history

|  |  |  |
| --- | --- | --- |
| **From****DD/MM/YYYY** | **To****DD/MM/YYYY** | **Reason** |
|  |  |  |

1. **Secondary Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of school or college** | **From****MM/YYYY** | **To****MM/YYYY** | **Examination passed (e.g. GCSE, A Level), subject and grade** |
|  |  |  |  |

1. **Further or Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of FE college, university or awarding body** | **From MM/YYYY** | **To MM/YYYY** | **Full or part-time** | **Qualifications and grades obtained** |
|  |  |  |  |  |

1. **Professional Development**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
|  |  |  |  |

1. **Other Relevant Experience, Interests and Skills**

|  |
| --- |
|  |

1. **Referees**

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. 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** |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job title** |  |
| **Professional relationship to applicant** |  |

**I consent to this reference being requested prior to interview.**

Yes [ ]  No [ ]

**Second** **referee**

|  |  |
| --- | --- |
| **Title and name** |  |
| **Address and postcode** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job title** |  |
| **Professional relationship to applicant** |  |

**I consent to this reference being requested prior to interview.**

Yes [ ]  No [ ]

1. **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** |  |

Within the educational sector it is usually mandatory for the educational establishment to seek references, particularly from the last employer, for safeguarding purposes.

Upon reaching the end of your employment with Anglian Learning, we will provide a reference that is fair and accurate, and this may include:

* The post that was held
* The period of appointment
* The opinion of Anglian Learning as to whether performance was satisfactory
* The roles, project, activities that have been undertaken
* Whether there were any safeguarding concerns, formal disciplinary/capability issues

Often a pro-forma is provided by the 3rd party for the Trust to complete. Anglian Learning will respond to all questions as fairly and accurately as possible unless they refer to absence records, these will **not** be answered as part of a reference request.

**I would like Anglian Learning to:**

 (Please Tick)

|  |  |
| --- | --- |
| **Provide references for me as comprehensive as possible** |  |
| **Provide references to confirm my post and the time that I was employed only**  |  |
| **Not provide any references for me under any circumstances** |  |

Under the General Data Protection Regulations, the Trust can only keep records for as long as they are relevant.

The Trust will keep most employment records for 6 years post termination of employment and therefore within this timeframe a comprehensive reference can be given. After this timeframe, unless notified otherwise, most of the employment records will be deleted and any references given will confirm only the post and times of employment.

|  |  |
| --- | --- |
| **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.**

**Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 2**

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. **Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs**

It is the school’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any conditional 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 2020)* and are not subject to disclosure to employers on DBS certificates and cannot be considered. Guidance on the filtering of ‘protected’ cautions and convictions which do not need to be disclosed by a job applicant can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

**If you are invited to interview you will be required to complete a ‘Disclosure of Criminal Record’ form and bring this to interview.**

In accordance with the provisions of *The Childcare Act 2006* and *The Childcare (Disqualification) Regulations 2009* and *Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018*, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children *(from birth until 1 September following a child’s fifth birthday)* or Later Years *childcare (children above reception age but who have not attained the age of 8)* in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, 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 may make you unsuitable since this is a ‘regulated position’ under the *Criminal Justice & Courts Services Act 2000.*

1. **Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice for Job Applicants and Data Retention Policy which can be found on the Anglian Learning [website](https://anglianlearning.org/financial-documents/data-protection/).

Our Data Officer at JS Information Governance Ltd is Mark Povey who can be contacted on 01422 242454 or Mark@JS-IG.com with any questions relating to our handling of your data.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

1. **Notes**
2. Under the *Criminal Justice & Courts Services Act* 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a ‘regulated position’.
3. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
4. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
5. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
6. **Declaration**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. 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 paragraph 11 above, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| **Signature of applicant** |  |
| **Print name** |  |
| **Date** |  |

**Part 3: Equality and Diversity Monitoring**

This section will be separated from Part 1 and Part 2. 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*) as outlined in section 11.

|  |  |  |
| --- | --- | --- |
| **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 |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Personal relationship** | **Please tick** |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Disability****Do you consider that you have a disability?** | **Please tick** |
| Yes - Please complete the grid below |  |
| No |  |
| Prefer not to say |  |
|  |  |
| **My disability is:** |  |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| **Religion** | **Please tick** |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion (Write in) |  |
| Prefer not to say |  |

**Part 4: Monitoring of Advertising Effectiveness**

This section will be separated from Part 1 and Part 2.

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:**

EPM website ☐

TES ☐

Cambridge News ☐

Suffolk Live ☐

Fish for Jobs ☐

School website ☐

Trust website ☐

Vocated ☐

Indeed ☐

Twitter ☐

Facebook ☐

Friend/colleague recommendation ☐

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** |  |