

**Application Number:**

**MARY DEAN’S C OF E PRIMARY SCHOOL**

Mary Dean Avenue, Tamerton Foliot, Plymouth PL5 4LS

TEL: 01752 773521

HEADTEACHER: Mrs T. Jones

**Application for Support Staff Appointment**

|  |  |
| --- | --- |
| Name |  |
| Post Applied for: |  |

(Please complete in black ink)

# **Our Governors’ Promise to You**

## Fairness and Equality of Opportunity

## We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Council, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone. Wherever possible and reasonable, we will help a person with disabilities with the application process. If you consider yourself to have a disability and need such help, please contact the school.

## Documentary Evidence

In accordance with the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. The Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers. Shortlisted candidates will be required to bring original documentation to interview. Original academic and professional qualification certificates will also be required (where relevant).

**WARNING**: If you provide false information, this may lead to your dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified. \*Photocopies of documents will **not** be accepted. **The successful applicant will also be required to produce original documents to comply with a DBS check.**

**Working for MARY DEAN’S C OF E PRIMARY SCHOOL**

Some information about terms, conditions and benefits for employees is sent to shortlisted candidates. If you would like further information at this stage, please contact the School/College.

## Returning this Form

## This must reach us by the closing date. Late applications cannot be considered. Please send it to the Headteacher Mrs T. Jones at the school address as above or via email to [office@marydeans.plymouth.sch.uk](mailto:office@marydeans.plymouth.sch.uk)

**1 Employment History**

Please ensure that full employment history is provided from leaving full time education, providing months/years.

**Present or most recent Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of employer: |  | | |
| Telephone number |  | Job Title |  |
| Dates from/to (mm/yy) of Appointment |  | Salary |  |
| Notice Period |  | | |
| Reason for wishing to leave |  | | |
| Brief outline of duties |  | | |

**2 Previous Employment (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/Voluntary Organisation | Post Held | Dates  From/to (mm/yy) | Salary/Grade | Reason for Leaving |
|  |  |  |  |  |

**Gaps in Employment History (Please provide details here of any unaccounted periods)**

**Please ensure that there are no gaps in your employment history and ensure that all time periods have been accounted for since leaving full time education.**

**3 EDUCATION AND PROFESSIONAL QUALIFICATIONS** (checks on qualifications and information will be made)

|  |  |  |
| --- | --- | --- |
| 1 | School/College Attended |  |
| Date from/To |  |
| Qualifications (including A Level grades) |  |
| 2 | Qualifications (eg Cert Ed / BA / BEd): |  |
| Class of Degree |  |
| University/College |  |
| Date awarded |  |
| 3 | Post graduate Qualifications (eg Med PGCE) Subject(s) |  |
| University/College |  |
| Date Awarded |  |
| Subjects |  |
| 4 | Other Qualifications – please specify giving title / awarding body and date: | |
|  | |

**4 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Institute or Association | How obtained  (e.g. examination or election) | Date | Grade of Membership |
|  |  |  |  |

**5 REFERENCES**

Two employer references are required. One should be from your present or last employer. School leavers should give their previous Headteacher.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Company Name |  | Company Name |  |
| Address  Post Code |  | Address  Post Code |  |
| Telephone Number |  | Telephone Number |  |

**N.B.** References will be sought for all short-listed candidates, including internal candidates, and will be obtained before the interview so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview, unless otherwise indicated.

**6 LETTER OF APPLICATION**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you are a disabled person, and because of your impairment, cannot fulfill the essential criteria of the Personal Specification/Role Profile, but you feel you can meet the job requirements, in an alternative/adjusted way, you can provide details here.  Please continue on a separate sheet if necessary.  Please ensure your name and other personal details do not appear in this section, unless you need to continue on a separate sheet, this should then be referenced accordingly. |
|  |

**7 OUR GOVERNORS PROMISE TO YOU**

**Fairness**

We will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless or whether or not you currently work for the Council, *another* employer, *or are* unemployed. *Your application will be processed in strict* confidence.

The City Council encourages governors to use an anonymous process as follows:

**Pages** 1 **to 4** inclusive will be used by the Governors Interview Panel to select candidates for long and short lists of candidates for the interview.

**Page 5** our commitment to you.

**Pages 9-10** will be used and retained by a person nominated by the governing body.

**Equal Opportunities**

Our aim is to appoint the best person for the job.

**The Whole Community**

We welcome applicants from all sections of the community.

**Disabled Applicants**

We will interview all suitable disabled applicants. Wherever possible and reasonable, we will help a disabled person with the application process. If you consider yourself to be a disabled person and need such help, please contact the school advertising the job, who will put you in contact with the relevant LA officer. Please also see advice on page 4.

**8. PERSONAL DETAILS:**

DATA PROTECTION ACT**:** Information from this application may be processed by computer for purposes registered by the School under the data protection legislation. Individuals have the right of access to computerised personal data concerning them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Surname: |  | | | |
| 2 | Forenames: |  | | | |
| 3 | Title: |  | | | |
| 4 | Address  Post Code |  | | | |
| 5 | Home/Evening Telephone No: |  | Email Address |  | |
| 6 | Date of Birth: |  | National Insurance Number |  | |
| 7 | Do you need permission to work in the UK? | | | Yes ❑ | No ❑ |
| 8 | Are you able to produce documents at interview which demonstrate that you are entitled to work in the UK? | | | Yes ❑ | No ❑ |
| 9 | If this post is open to job share, do you want to be considered for this option? | | | Yes ❑ | No ❑ |

**9 RELATIONS**

|  |
| --- |
| A candidate for any appointment with the school who knows he/she is related to any member of the school, a Governor of a school or a senior officer is required to disclose that relationship when submitting an application form. In educational establishment the designation **‘senior officer’** includes Headteacher, Deputy Head and Heads of Department. For other employees the designation includes anyone paid on Management or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. |
| **If applicable please give details:** |
|  |

**10 REHABILITATION OF OFFENDERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. filtered out) as defined by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975 as amended in 2013. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website [www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide). | | | | | |
| Have you been convicted of any criminal offence? | Yes ❑ | | | No ❑ |
| If yes, please give details | | | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | Yes ❑ | No ❑ | |
| If yes, please give details | | | | |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | | Yes ❑ | No ❑ | |
| If yes, please give details | | | | |

**11 DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed. | | | |
| Signed |  | Date |  |

This form must be returned to the Headteacher (Mrs T Jones) at Mary Dean’s CE Primary School

**SCHOOLS MONITORING FORM: PRIVATE**

**Application Number:**

**AND CONFIDENTIAL**

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

NAME OF SCHOOL believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the School monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Applied for: |  | | | | | | | |
| 2 | School/College |  | | | | | | | |
| 3 | Grade: |  | | 4 Closing Date | | | |  | |
| 5 | Where did you find out about this vacancy? |  | | | | | | | |
| 6 | What is your sex? | Male ❑ | | | | Female ❑ | | | |
| 7 | What is your age? | 17-18 ❑ | 19-50 ❑ | | 51-65 ❑ | | 66-75 ❑ | | 76 + ❑ |

#### Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** | |
| British | | Yes ❑ | Bangladeshi | | Yes ❑ |
| Gypsy/Traveller | | Yes ❑ | Indian | | Yes ❑ |
| Irish | | Yes ❑ | Pakistani | | Yes ❑ |
| Any other White Background (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes ❑ | African | |  |
| White and Black African | | Yes ❑ | Caribbean | |  |
| White and Asian | | Yes ❑ | Any other Black Background (please state) | |  |
| Any Other Mixed Background (please state) | |  |  | |  |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

**Disability**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to be a disabled person? | Yes ❑ | No ❑ | Prefer not to say ❑ |
| Would you like to let us know more about your disability? (Please write in). | | | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your faith, belief, religion? (Please tick one box) | | | |
| Buddist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your sexual orientation? (please tick one box)** | | | |
| Bisexual | Yes ❑ | Hetrosexual/straight | Yes ❑ |
| Gay Man | Yes ❑ | Other (including questioning) | Yes ❑ |
| Lesbian/Gay Woman | Yes ❑ | Prefer not to say | Yes ❑ |

**Marital status**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your marital status (please tick one box)** | | | |
| Single | Yes ❑ | Married | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | Yes ❑ |
| Prefer not to say | Yes ❑ |  | |