

CONFIDENTIAL



Application form

For support staff in West Berkshire schools

Post details			
Post applied for		Reference no.	
School		Where did you see the post advertised?	

Your personal details			
First name(s)		Last name	
		Previous Names	
Address		Home number	
		Mobile number	
		Work number	
		Email	@
Postcode		Preferred contact method	please select...
National Insurance number			

[illegible]

Other relevant training or qualifications (please give details of the qualification obtained, awarding body and dates)

Qualification	Awarding Body	Date obtained

Current or most recent employment

Name and address of employer			
Job title			
Only complete this section if the current or most recent employment is in a school	Primary/Secondary		
	Local authority (if relevant)		
Start date		End date (if applicable)	
Contract type (permanent, temporary etc)		Notice period	
Salary (including allowances)		Reason for leaving	
Key duties			

Previous employment since leaving school (please also include details of any volunteering and account for any gaps in employment)

Employer's name and address	Dates	Post held and duties, specify whether paid or volunteer role	Reason for leaving

Supporting statement (please give details of your skills, abilities, experience and achievements to demonstrate how you meet the criteria in the person specification, using examples wherever possible)

Referees

Please provide contact details for at least two referees who are able to comment on your suitability for the job applied for.

- The first referee **MUST** be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).
- The second referee must be from the employer prior to your first referee.
- If your referee 1 or 2 relates to roles that did not involve working with children, an additional reference will be sought from the employer with whom you were most recently employed to work with children (if any).
- References from friends and relatives are not acceptable.

Current and/or previous employers will be asked about any disciplinary offences (whether or not the sanction has expired) which relate to children, and about any capability procedures which are ongoing.

We reserve the right to contact any of your previous employers.

	<i>Referee 1</i>	<i>Referee 2</i>	<i>Referee 3</i>
Full name			
Position			
Address			
Telephone			
Email			

References may be taken up prior to interview. If you are successful at interview, any offer of employment will be subject to receipt of satisfactory references and any additional pre-employment checks.

If successful, the Headteacher or Chair of Governors will contact your referee in order to verify the authorship and content of the reference.

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment and is in line with the guidance in KCSIE. All shortlisted candidates will be asked to complete a criminal records self-disclosure form. Successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks including online searches help to identify any incidents and/or issues which may be relevant to your suitability for the role, which the school may want to explore further with you. As part of this check you will be asked to provide the school with details of your social media accounts e.g. Facebook and Instagram handles.

Declarations

Relationships (failure to disclose a close personal relationship as described below may disqualify you)

Are you a relative or a partner of, or do you have a close personal relationship with, any employee or elected councillor of West Berkshire Council?

Yes ☐

No ☐

If yes, please state their full name, post title and place of work

Do you require permission to work in the UK?
(you will be required to provide evidence of eligibility to work in the UK)

Yes ☐

No ☐

Criminal records self disclosures and Disclosure Barring Service Checks

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The role you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974, **so if you are shortlisted for interview you will be required to declare**:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All spent adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

You can find information about filtering in the [DBS filtering guide - GOV.UK](#)

If you need further advice on whether or not conviction or caution needs to be declared you can find guidance on the Ministry of Justice website and/or seek advice from the [NACRO](#) website and from NACRO's [What do I need to disclose guidance](#).

If you are successful in your application for this role you will be required to have a DBS check of the appropriate level (standard, enhanced or enhanced with barred list) and other pre-engagement checks.

DBS Barred List declaration

DBS barred lists

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of inclusion on the DBS barred list. A copy of the DBS Code of Practice is available on the gov.uk website.

Are you included in the list of people barred from working with children maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006?

Yes ☐

No ☐

Childcare Disqualification Regulations

If the position you are applying for comes under these regulations you will also be required to complete a separate declaration form as part of the recruitment process.

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with relevant Data Protection legislation, including the General Data Protection Regulations (GDPR - 2016/679) and any UK legislation which supports it. .

The school will process the data you give us solely to determine your suitability for the role you have applied for as part of the established recruitment process. Processing is necessary to manage a fair, efficient and transparent recruitment process prior to entering into a contract of employment, carried out in the public interest by the council as a Public Authority.

Your application will be retained for three months in the event you are unsuccessful in order to contact you with similar vacancies should they arise. If you would prefer this not to happen, please advise the school.

In submitting this form I give my authority for use of my personal data for the purposes outlined above.

Signature

Date

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful your details will be kept for a period of six months and then destroyed.

Equal opportunities monitoring form

West Berkshire Council supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. It aims to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise in order to achieve and maintain an efficient workforce. It also aims to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills abilities and other objective and job related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe and effective performance of the job.

To ensure that West Berkshire Council's equal opportunities policy is being implemented and to comply with legislation, please complete and return this form.

This information will be used solely for monitoring purposes and will not be available to those involved in the selection process.

First name(s)		Last name	
Date of birth	/ /	Sex	please select...
Are you in a marriage/civil partnership?	please select...	Are you a carer?	please select...
How do you describe your ethnic background?	please select...		
What is your religion or belief?	please select...		
What is your sexual identity?	please select...		

Equality Act 2010 – Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows: "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities."

We guarantee to interview disabled applicant who meet the essential requirements for the post.

Under the definition above, do you consider yourself to be disabled?	Yes ☐	No ☐	Prefer not to say ☐
Please list here any reasonable adjustments you may require to attend for an interview and/or to help you apply for and take part in the selection process for this vacancy. You may wish to request support if you need help with access to the building or if you need assistance with regard to speech, language or hearing support.			