# APPLICATION FORM FOR SUPPORT STAFF

# School name

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# School address

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# Post applied for

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# Personal details

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| --- | --- | --- | --- |
| Surname |  | Forename(s) |  |
| Full address including postcode |  | Home telephone |  |
| Work telephone |  |
| Email address |  | Mobile number |  |

# Membership of professional bodies

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| --- | --- |
| Name of body | Grade (if appropriate) |
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# Current/most recent employment

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| --- | --- |
| Employer’s name |  |
| Employer’s address |  |
| Position held |  |
| Grade/salary |  |
| Date started |  |
| Period of notice |  |

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| Brief description of current/most recent duties/responsibilities |
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| Previous employmentChronologically listed with previous post first. Please provide details as to the reason for any break in employment.

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| Employer’s name and address | Dates (from/to) | Position | Reason for leaving |
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Education (secondary school and further/higher education)

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| School/institution(s) attended | Dates | Qualifications gained |
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| Please include details of any higher degrees in this section |
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Professional trainingPlease include details of initial training and any relevant continuing professional development.

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| Initial institution attended | Course | Date |
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Experience and other relevant information |
| Describe a project that you have undertaken either at your place of work or elsewhere in the last 12 months. To what extent did it fulfil your original objectives? How did it fail to achieve your original objectives? |
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| Personal statement |
| Describe why you would like to work at Riverside Primary School and what qualities you think that you can bring to the school, not only in the job for which you are applying but also by becoming a member of the team. |
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# Interests (for example, hobbies, sports, voluntary work)

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# Referees

Please give the names, addresses and occupations of two referees, one of whom should be your present or most recent employer. Safeguarding guidelines look to references being obtained before interview and certainly before confirmation of appointment so it is recommended that objection to referees being contacted is not generally withheld. Current or previous employers will be asked about disciplinary offences relating to children and any other child protection concerns.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email address |  |
| Occupation |  |

Do you object to this referee being contacted before interview? Yes/No

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| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email address |  |
| Occupation |  |

Do you object to this referee being contacted before interview? Yes / No

# Other declarations

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| The appointment for which you are applying involves work with children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as spent under that Act. The information you give will be treated in confidence. A check with the disclosure and barring service (DBS) will be carried out.Have you ever been convicted of a criminal offence or received a caution or bind-over? Yes / NoIf yes, please list all convictions, cautions and bind-overs including any which are spent under the Act. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal when the discrepancy comes to light.

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Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA)? Yes / No

If yes please give details including dates

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Has anybody else living or working in your household been cautioned or convicted
of an offence regarding children or been barred from working with children by the
Disclosure Barring Service? Yes / No

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| If yes please give details including dates

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Are you a relative or partner, or do you have a close personal relationship, with any employee or member of the governing board at the school? (any canvassing direct or indirect will disqualify)  Yes / NoIf yes, please give details.

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| Do you need a work permit in order to work in the United Kingdom?  Yes/No(If you are unclear about your eligibility to work in the United Kingdom you should refer to the Border Agency website).I declare that to the best of my knowledge and belief, all parts of this application form, including the age-sensitive information, have been completed in full and are accurate. If I am appointed, I understand that any omission or any inaccurate information that I have supplied could lead to the offer of employment being withdrawn or even to dismissal.Safer recruitmentI certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.Signed

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Date

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If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

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Please return this completed application via e-mail to ***angela.yilmaz@riversideprimary.org.uk***:

Confidential: FAO: **Mrs A Yilmaz, Headteacher**

**Riverside Primary School,**

**Minton Lane,**

**North Shields,**

**Tyne and Wear**

**NE29 6DQ**