

Application Form – Support Staff

Confidential

| | |
|-------------|---------|
| Post Title: | School: |
|-------------|---------|

Please complete using black ink or type.

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.

Please ensure you complete ALL sections of the application form. Your application will be treated in the strictest confidence.

Part 1 – Personal Details

Full Name: Previous Surname(s):

Address: Alternative Address:

Postcode: Postcode:

Telephone – Home:
Work:
Mobile:

Email:

National Insurance Number:
(You can obtain this information from the Department of Social Security)

General

Health Declaration:

Do you consider yourself to be in good health? YES/NO (If no, please provide details)

Superannuation Scheme

Do you contribute to the LGPS? YES/NO

If you contribute to another scheme, please provide details:

Disclosure of relationship:

Are you related to any elected member of the Council, a senior Officer of the Council or a member of the School Governing Body?

(If yes, please provide details)

YES/NO

How did you learn of this vacancy?

Media:

Date:

reference:

References

Please indicate two people who can provide references – One of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before an offer of employment is made. Please mark with a cross if you do not wish the referee to be contacted prior to interview.

| | |
|-------------|-------------|
| Name: | Name |
| Address: | Address: |
| Tel no. | Tel no. |
| Email: | Email: |
| Occupation. | Occupation: |
| Position: | Position: |

Part 2 – Qualifications

Education and Training

Original documentation of qualifications may be required prior to an appointment.

a) University, College (if applicable)

| Name of Institution(s) | Date from | Date to | Full or part time |
|------------------------|-----------|--------------------|-------------------|
| 1. | | | |
| 2. | | | |
| Degree/Diploma/Title | Subjects | Hons or pass grade | Date of award |
| 1. | | | |
| 2. | | | |

b) Secondary Education

| | |
|--|----------------|
| Name of School(s) and area: | 1. (2). |
| Qualifications gained (Give subjects, grades, dates): O'Levels, GCSE (or equivalent) A' Levels or equivalent | |

c) Training and development

Please give details of relevant courses and training undertaken in the last five years.

| Dates and duration | Title of course Home study or Distance leaning | Name of provider | Qualification obtained |
|--------------------|--|------------------|------------------------|
| | | | |
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| | | | |

Employment History

Please give details of **all jobs held after the age of 18**, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps.

When giving details of school employment please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation.

(Continue on a separate sheet if necessary)

Employer name and details:

Position Held:

Dates:

Salary upon leaving:

Full or part time:

Reason for leaving:

Employer name and details:

Position Held:

Dates:

Salary upon leaving:

Full or part time:

Reason for leaving:

Employer name and details:

Position Held

Dates:

Salary upon leaving:

Full or part time:

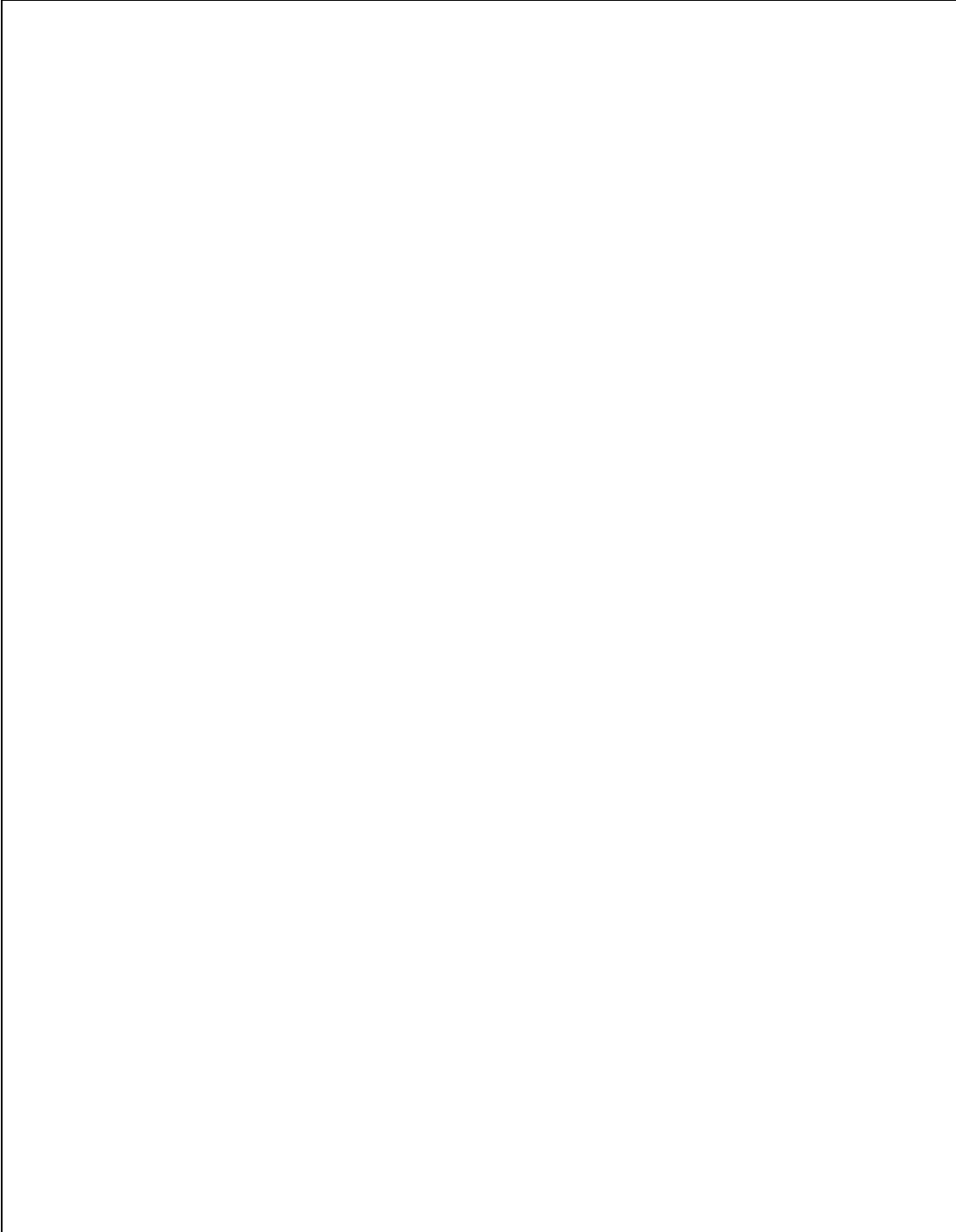
Reason for leaving:

Other Skills and Interests

Please include languages (spoken/written), computers etc. please provide details of any community or voluntary work experience.

Applicant Statement

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary giving page number and title heading)

A large, empty rectangular box with a thin black border, intended for the applicant to write their statement. The box is currently blank.

Protection of Children

Disclosure of criminal background is required of those with substantial access to children.

You are required to give details as this post, for which you are applying is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. **A Subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.**

Have you ever been convicted or cautioned of a criminal offence? YES/NO
(If yes, please provide details of the Offence, the Sentence and the date)

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES/NO
(If YES, please provide details):

If you are successful in your application, would you require a work permit prior to taking up employment? YES/NO

Data Protection Statement

The Federation of Cornwallis and New Line Learning Academies keeps personal information on all employees and provides such information only on a need to know basis. By accepting a job offer, employees agree to our retaining such information, which can include sickness and health records, ethnic origin, trade union membership and disciplinary matters. All information will be dealt with in accordance with data protection legislation.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR if appointed, may result in my dismissal.

Signature:

Date:

Please return your completed application form to:

Personnel Department

New Line learning Cornwallis, Hubbards Lane, Linton. Maidstone ME17 4HX

All claims and/or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer to employment will be terminated. The Federation of Cornwallis and New Line Learning academies reserves the right to recover from the applicant any costs incurred as a result of the employment of an applicant who has submitted an application form containing false claims.

Part 3 – Equal Opportunities

This section of the application is CONFIDENTIAL and will be detached from your application. It is solely for monitoring purposes.

New Line Learning recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Ethnic Group (these are approved by the commission for Racial Equality)

White

British

Irish

Other white background

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Black or Black British

Caribbean

African

Any other black background

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Chinese or other Ethnic Group

Chinese

Other group (please specify)

Gender Please specify

Date of Birth

If you wish you may disclose information about yourself in this sections about your:

Religion:

Sexual orientation:

Disability Statement

New Line Learning aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application, we will try to help.

The Disability Discrimination Act 1995 defines disability as a **“physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”**

Please answer the following questions:

1. Do you consider yourself to be disabled? YES/NO

If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act? YES/NO

2. Is there anything you would particularly like to tell us about your disability?

3. Do you wish us to try to arrange for any of the following to be available, if you are called for interview? Please tick:

- Induction loop or other hearing enhancement
- Sign language interpreter (please state type)
- Keyboard for written tests
- Someone with you at the interview (e.g. advocate or facilitator)
- Assistance in and out of vehicle
- Accessible car parking
- Wheelchair access
- Accessible toilet

Other assistance (please specify)

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities. Thank you for providing this information.