

LUDLOW JUNIOR SCHOOL SUPPORT STAFF APPLICATION FORM PRIVATE AND CONFIDENTIAL

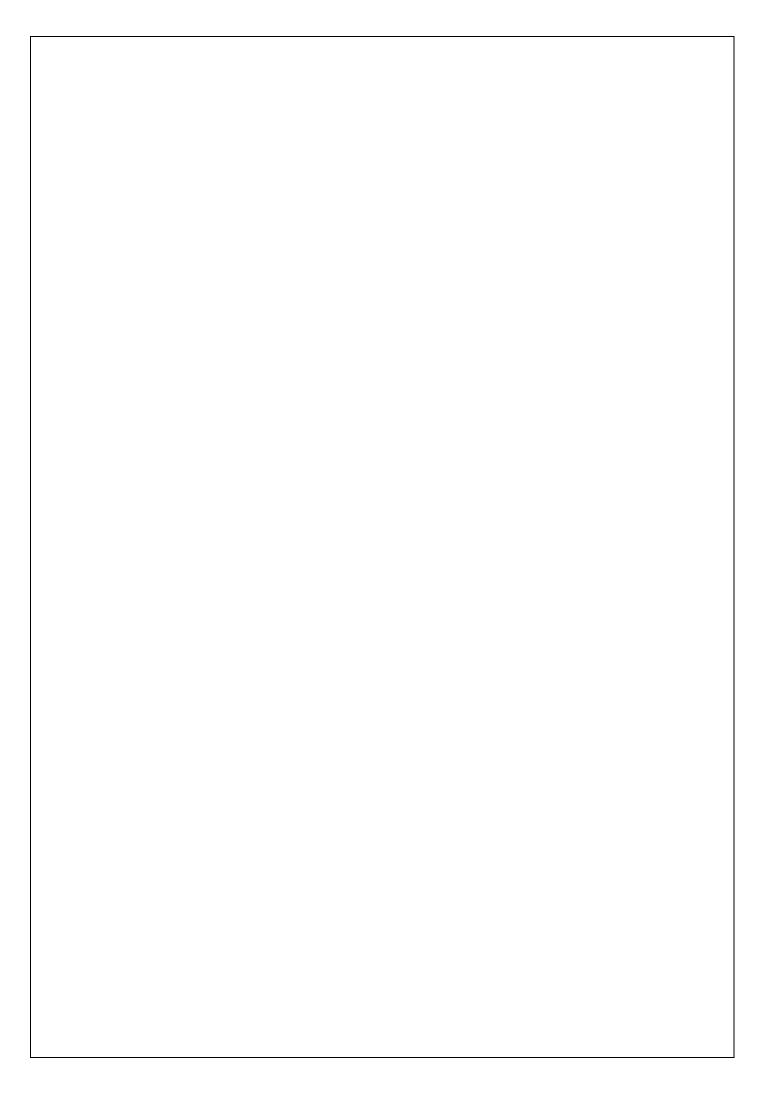
Please use black inl	k/ print when comple	ting this form			
1. Application for	r the post of			(as ad	dvertised)
at L		LUDLOW JUNIOR SCHOO			
2. Last Name			First Names		
Title		Ar	y Previous Last Names		
Address					
			Po	st Code:	
Daytime Tel No.			Evening /Mobile Tel No.		
E-mail					
<u> </u>					
studied and no	ot completed succ	essfully must als		ughout). N.B. details of cour	rses
studied and no	ot completed succ	essfully must als	o be given.		
studied and no	ot completed succ	essfully must als on Dates		ughout). N.B. details of cours Grade and awarded	date
studied and no	Further Education	essfully must als on Dates	o be given. Subject and	Grade and	date
studied and no (a) Secondary / Name of schoo (b) Higher Educe	Further Education of completed successive su	essfully must also on Dates To	Subject and Qualification	Grade and awarded	date d

4. Present employment (if applicable)				
Current Employer				
Post Held				
(If part-time, please give details	8)		Date appo	pinted
Non vocational experience/skills relevant	e.g. family duties, voluntary	work, leisure interests		
Notice required and / or date a	vailable if appointed			
Reason for wishing to leave p	resent employment			
Current Salary				
5. Employment History If par substitution. List all employe history is required from what provisions relating to disclose	ers (most recent first) u hen you left full time o	sing a separate she	eet if necessary. A cont i nt for any gaps in emp	nuous employment
Employer's name, address and type of business	Post Held	Reason for Leaving	Inclusive (month 8	

Attendance at training courses.

Course	Duration	Date

6. Statement in support of application. The information you provide in this section will be used in assessing your application. Please use this space to state your reasons for applying for the post relating to your skills, experience and personal qualities to the person specification and requirements of the job. If you are a disabled person, but are unable to meet some of the job requirements because of your disability, please document in this section. Please continue on a separate sheet if necessary.



7. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

It is normal for us to contact both referees after shortlisting.

(1) Present Employer	(2)	
Name	Name	
Address	Address	
Tel No (inc. STD code)	Tel No (inc. STD code)	
Fax No	Fax No	
Email address	Email address	
Occupation	Occupation	
8. Further information		
National Insurance No.		
National Insurance No.		
National Insurance No.		
National Insurance No.		
National Insurance No.		
National Insurance No. Do you wish to apply for this post on a job share base		
National Insurance No. Do you wish to apply for this post on a job share base		oyee or Pupil at
National Insurance No. Do you wish to apply for this post on a job share base. Where did you see the advertisement for this post? To the best of your knowledge, do you have any assertions.	iation with any Trustee (Governor), Emplo	

9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent". The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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: https://www.gov.uk/government/collections/dbs-filtering-guidance

PLEASE NOTE;

• If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.

- Although a criminal record involving offences against children is likely to debar you from appointment of this type of
 post, the existence of other criminal convictions will not necessarily be a bar to employment unless other
 restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
- Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.
- **10.** I understand that if I am shortlisted, online searches will be conducted to assess my suitability for the role and school complying with the 2010 Equality Act and Keeping Children Safe in Education (updated 2023) guidance. I understand that I will have the opportunity to address any inconsistencies at interview.
- **11.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administration purposes in accordance with the General Data Protection Regulations. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

More detailed information about the School's handling of your personal data can be found in its privacy notice available on the school website or available on request.

Signature of Candidate	Date	

November 2023

Office Use Only:

1.	Relevant and minimum qualifications for the role met	YES/NO
2.	Gaps in employment explained satisfactorily	YES/NO
3.	Professional and reasonable references provided inc most	YES/NO
	recent employer	
4.	Transferable Risk (evidenced from CPOMS, safeguarding,	YES/NO
	PPNs, online/social media)	
5.	Disclosure received	YES/NO
6.	Candidate suitable for offer of employment following interview	YES/NO
	-	

Salary o	details
Grade:	
SCP offer:	
Paid weeks:	
Hours p/w:	

Executive Head Sign Off:

SBM Sign Off:

Sign:	
Print:	
Date:	

Sign:	
Print:	
Date:	