



LUDLOW JUNIOR SCHOOL SUPPORT STAFF APPLICATION FORM PRIVATE AND CONFIDENTIAL

Please use black ink/ print when completing this form

1. Application for the post of (as advertised)
 at

2. Last Name First Names
 Title Any Previous Last Names
 Address Post Code:
 Daytime Tel No. Evening /Mobile Tel No.
 E-mail

3. **Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

(a) Secondary / Further Education

Name of school/college	Dates		Subject and Qualification	Grade and date awarded	
	From	To			

(b) Higher Education and Courses leading to other relevant qualifications

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

4. Present employment (if applicable)

Current Employer

Post Held

(If part-time, please give details)

Date appointed

Non vocational experience/skills relevant

e.g. family duties, voluntary work, leisure interests

Notice required and / or date available if appointed

Reason for wishing to leave present employment

Current Salary

5. Employment History If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. List all employers (most recent first) using a separate sheet if necessary. **A continuous employment history is required from when you left full time education. Account for any gaps in employment** (subject to provisions relating to disclosure under the rehabilitation of offenders act 1974)

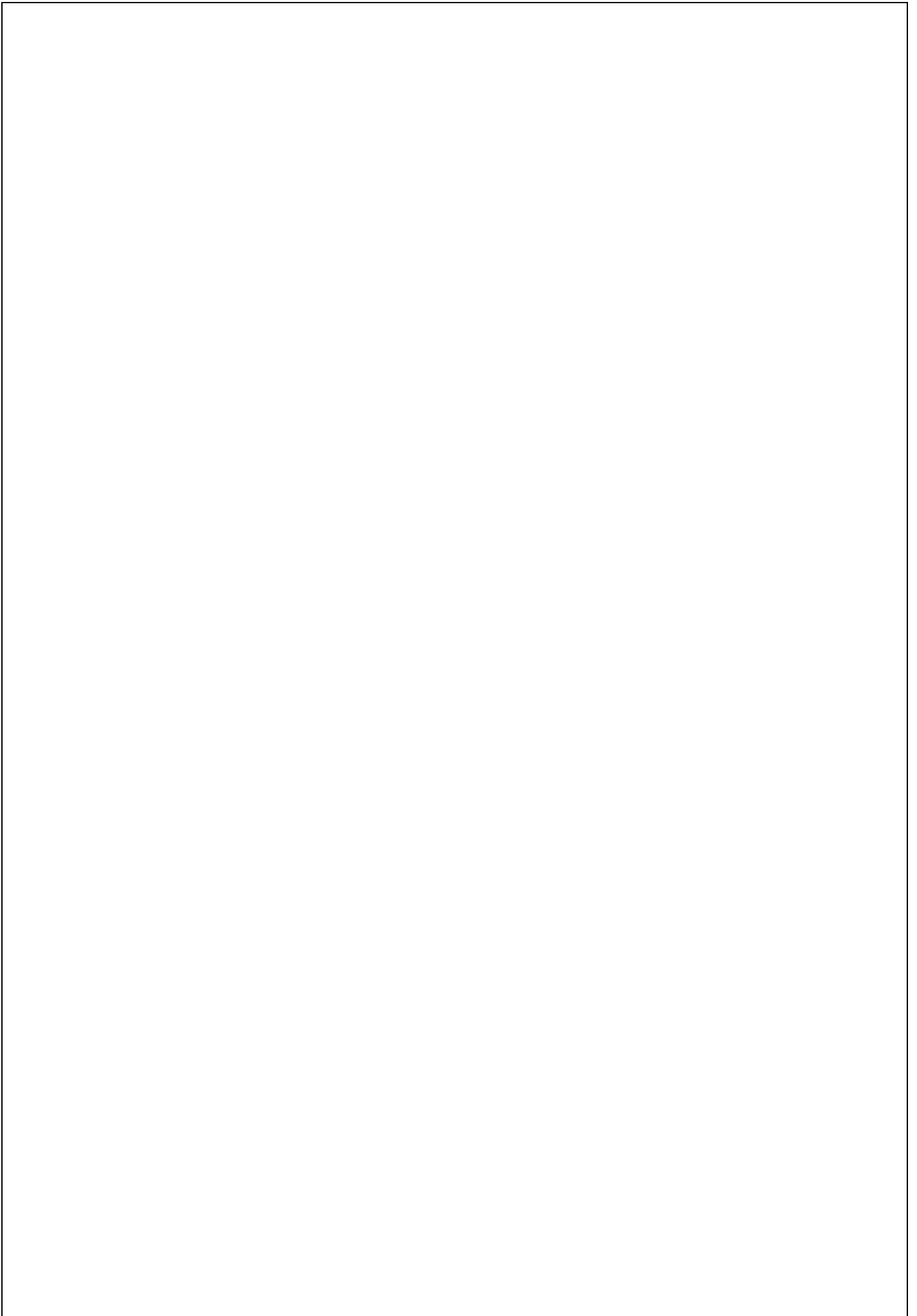
Employer's name, address and type of business	Post Held	Reason for Leaving	Inclusive Period (month & year)	

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.



- 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 recent employer	YES/NO
4.	Transferable Risk (evidenced from CPOMS, safeguarding, PPNs, online/social media)	YES/NO
5.	Disclosure received	YES/NO
6.	Candidate suitable for offer of employment following interview	YES/NO

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

Executive Head Sign Off:

SBM Sign Off:

Sign:	
Print:	
Date:	

Sign:	
Print:	
Date:	