

## SUPPORT STAFF APPLICATION FORM

**Please use black ink/print when completing this form**

**Application for the post of:  
(as advertised)**

Last name		First names	
Title		Any Previous Last Names	
Address			
			Postcode
Daytime contact no.		Evening / Mobile no	
Email address			

**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.

**Secondary/Further Education**

Establishment (Name & town)	Dates		Qualification / Grade / Date awarded
	From	To	

**Job Related Training**

Including membership of professional bodies, vocational and non-vocational courses

Institute / Courses studied	Dates		Standard or level achieved and date awarded
	From	To	



## Reasons for applying for this post

### Statement in support of application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the job description.

In addition to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work, it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.



**Faith Statement in support of application**

Please tell us about your faith journey below – Attach a continuation sheet if necessary.

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

Please give details below of two people who can provide information that will confirm your suitability to this post.

**Where appropriate, one person should be your current or most recent employer.** The second should be from your Church Leader. Church references will be sought on shortlisted candidates before interview, please indicate if you agree to us also contacting your present employer prior to 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.

**Present employer**

**Church Leader**

Name

Name

Position

Position

Address

Address

Tel No (*inc. STD code*)

Tel No (*inc. STD code*)

Mobile No

Fax No

Email address

Email address

Occupation

Occupation

Agreement to take up reference before interview  
**Y/N**

Reference will be sought before interview

**Further Information**

National Insurance Number

Would you require sponsorship (previous a work permit) to take up this post?

YES

NO

Date

Do you have the right to work in the UK?

YES

NO

Do you hold a full UK driving licence?

YES

NO

I confirm I am physically and mentally fit to undertake this job as declared in the Job Description

YES

NO

Where did you see this post advertised?

**Signature of Candidate**

**DATE**

## **Privacy Notice**

The King's School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract, or in order to take steps before entering into a contract, and is necessary for The King's School to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on our data protection notice and data protection policy.

You can contact the Business Manager if you have a concern about the way The King's School collect or use your data.

## 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 complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

	YES	NO
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Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)?

	YES	NO
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If Yes to either of the above, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Business Manager and enclose it with this form.

### Further information

- 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.
- 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.
- If you are unsure about giving consent, please seek professional legal advice before proceeding. You may find some useful information in the links below:  
<https://www.nacro.org.uk/criminal-record-support-service/>  
<https://www.unlock.org.uk/>

<b>Declaration</b>			
<p>I hereby confirm that the information I have given above is true.</p> <p>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.</p>			
<b>Signature of Candidate</b>		<b>DATE</b>	