



Stanchester Academy

APPLICATION FOR SUPPORT STAFF APPOINTMENT

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

Please return this form to the address given in the advertisement or application pack. This form should be typed or handwritten in black ink for photocopying purposes.

Application for the post of	
Closing date	
How did you hear about this post? (Name of publication if advertised)	

Part A: Personal Details

Family name / surname	
Previous surname(s)	
Forename(s)	
Known name: (If different from forename)	
Preferred title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current address	
Postcode	
National insurance number	
Preferred contact telephone number	
Alternative telephone number	
Email address – (only if preferred form of contact and in regular use)	
Date of birth (must be provided for any post working with children)	

Declaration: I confirm that I am entitled to live and work in the United Kingdom. I am willing for this data to be held and processed by Somerset County Council and to be verified with relevant third parties. This may include previous employers. The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.

Signed		Date	
--------	--	------	--

If you apply online and are shortlisted, you will be asked to sign your application at interview.



CONFIDENTIAL

Notes for candidates

1. All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the School, as specified in the advertisement, for processing.
2. Stanchester Academy is committed to the protection of children, young people and adults who access our services. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.
3. If you are completing the application form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.

5. DATA PROTECTION LEGISLATION

Data Controller: Stanchester Academy

Data Protection Officer Contact: sauger-flanary@educ.somerset.gov.uk
informationgovernance@somerset.gov.uk

Purpose for processing: to run recruitment processes

Legal bases for processing: right to work, safer recruitment.

By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Data sharing: the personal data provided will be shared internally to Somerset County Council. This information may be disclosed to Government Departments where there is a legal obligation to do so.

Transfers abroad: Personal data in our e-recruitment system is kept within the EEA by Lumesse. If you become an employee, your personal data will be shared with Silkroad, who keep data outside of the EEA.

Data retention: If you become an employee, the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

Your rights: You have the right to ask Stanchester Academy to a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Academy has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

Consequences: If you do not supply the information requested on this application form we will not be able to process your application. For more information see <http://extranet.somerset.gov.uk/hr/employment-information/data-protection/>

6. Stanchester Academy has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases, a medical examination may be necessary before an appointment can be confirmed.

CONFIDENTIAL

7. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
8. This post requires a criminal background check via the Disclosure Procedure.
9. Spent Criminal Convictions: The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975, which requires you to reveal **any** information concerning spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.
10. Stanchester Academy strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.
11. The Governors of Voluntary Aided Schools, as the employers of the “staffing complement”, will have regard to this policy insofar as it is consistent with the character of the School’s Foundation and its Trust Deed.
12. Canvassing the support of Stanchester Academy employees may lead to the disqualification of a candidate’s application.
13. This authority is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

CONFIDENTIAL

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			
Please explain why you are applying for this post at this time:			

CONFIDENTIAL

Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts, working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education, explain any gaps in your employment, and include dates. Please include any time spent employed as a volunteer.

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

*For posts working with children/vulnerable adults you must provide all dates.

CONFIDENTIAL

Part E: Training/Continuing Professional Development

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Key Competencies, Knowledge and Skills: Referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

CONFIDENTIAL

Part E: References and Declarations

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview please tick the box below ***unless** you are applying for a post working with children, in which case, do not tick the box since **all** references will be requested before interview.

If you are applying for a post working with children or vulnerable adults

Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.

First Referee	
Name of first referee <input type="checkbox"/> Please see * above if the post involves working with children. If you need to discuss this, contact Mrs Liz Joynes, HR Coordinator on 01935 827240	
Preferred title (E.g. Mr, Mrs, Miss, Ms, Dr)	
Job title of referee	
Full Address	
Postcode	
Email address	
Daytime Telephone Number	
Position / relationship to you	
Dates of your employment	From: / To: /

Second Referee	
Preferred title (E.g. Mr, Mrs, Miss, Ms, Dr)	
Name of second referee	
Job title of referee	
Full Address	
Postcode	
Email address	
Daytime Telephone Number	
Position/ relationship to you	
Dates of your employment	From: / To: /

CONFIDENTIAL

Part F: Positive about disability

Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, would the provision of any aids or modification assist you in carrying out the duties of the post?	
Is there anything we need to know about your disability in order to offer you a fair selection interview?	

Disclosure of criminal offences	This post involves working with children, is exempt from the Rehabilitation of Offenders Act and requires a Criminal Records Bureau Enhanced Disclosure Certificate. You should declare and give full details, including dates and places, of any 'spent' or 'unspent' criminal convictions, cautions and bind-overs. We will also check List 99 and the PoCA (Protection of Children Act) List and the replacement 'barred lists' maintained under the Vetting and Barring Scheme to check whether you are disqualified from working with children.
Important Reminder	Please ensure that you inform us of any relevant information. By signing the Declaration on page one you understand that withholding information or providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police.

Details of spent or unspent convictions (see above). These can be included on a separate sheet in a sealed envelope if you wish.

CONFIDENTIAL

Questions and Answers:

I consider myself to have a mixed ethnic background - can I indicate this on the monitoring form?

You can indicate a mixed ethnic background by ticking as many boxes as required in the Ethnic Origin section alternatively please describe your Ethnic Origin. In all cases, this monitoring form is self-classification.

I am unsure if I have caring responsibilities.

Part of the Equal Opportunities Policy sets out the Academy's commitment to avoid discrimination on the grounds of domestic responsibilities. This question is self-classification - if you consider that you have caring responsibilities please indicate this.

I am unsure whether to classify myself as a disabled person.

Under the Disability Discrimination Act 1995, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Since 2005, the definition includes people who have been diagnosed with HIV, cancer and MS.

It does not necessarily mean that this affects how you do your work. As the definition is not very clear, we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.

Why do you need to know if I am currently employed by the Academy?

The Authority is committed to promoting equality of opportunity and access for all people including those who are employees of the Authority and external or internal candidates applying for a job with the Authority whether full-time, part-time, job share, permanent or temporary.

The Authority is committed to actively monitoring the recruitment and promotion paths of its employees and will regularly review recruitment practices to remove any which are restrictive because they are based on perceived attributes, which are irrelevant, or based on assumptions, which are unjustifiable in terms of an individual's ability to do a job.

Thank you for your co-operation. Please return the completed monitoring form with your application form