CONFIDENTIAL

Application form

For support staff in West Berkshire schools

Post details			
Post applied for		Reference no.	
School		Where did you see the post advertised?	

Your personal details			
First name(s)		Last name	
Address		Home number	
		Mobile number	
		Work number	
		Email	@
Postcode		Preferred contact method	please select...
National Insurance number			

Education (most recent first)				
School/college/university	***Dates***	***Qualifications***	***Subject and grade***	***Full/part time study***

Other relevant training or qualifications (please give details and dates)

Current or most recent employment			
Name and address of employer			
Job title			
Only complete this section if the current or most recent employment is in a school	Primary/Secondary		
	Local authority (if relevant)		
Start date		End date (if applicable)	
Contract type (permanent, temporary etc)		Notice period	
Salary (including allowances)		Reason for leaving	
Key duties			

Previous employment (please also account for any gaps in employment)			
Employer's name and address	Dates	Post held and duties	Reason for leaving

Supporting statement (please give details of your skills, abilities, experience and achievements to demonstrate how you meet the criteria in the person specification, using examples wherever possible)

Referees

Please provide contact details for at least two referees who are able to comment on your suitability for the job applied for.

- **The first referee MUST be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).**
- **If your current or most recent employment does not involve working with children, your second referee should be the employer with whom you were most recently employed to work with children (if any).**
- **References from friends and relatives are not acceptable.**

Current and/or previous employers will be asked about any disciplinary offences (whether or not the sanction has expired) which relate to children, and about any capability procedures which are ongoing.

We reserve the right to contact any of your previous employers.

	Referee 1	***Referee 2***	***Referee 3***
Full name			
Position			
Address			
Telephone			
Email			

References may be taken up prior to interview. If you are successful at interview, any offer of employment will be subject to receipt of two satisfactory references and any additional pre-employment checks.

If successful, the Headteacher or Chair of Governors will contact your referee in order to verify the authorship of the reference.

West Berkshire Council is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share these values. We will ensure that all our recruitment and selection practices reflect this commitment. Successful candidates will be offered employment subject to Disclosure and Barring Service checks along with other relevant employment checks.

Declarations

Relationships (failure to disclose a close personal relationship as described below may disqualify you)

Are you a relative or a partner of, or do you have a close personal relationship with, any employee or elected councillor of West Berkshire Council?	Yes ☐	No ☐
If yes, please state their full name, post title and place of work		

Do you require permission to work in the UK? (you will be required to provide evidence of eligibility to work in the UK)	Yes ☐	No ☐

Convictions/disqualifications *(this appointment is subject to an Enhanced DBS with Barred List check)*

Rehabilitation of Offenders Act 1974
If you are applying for a position that involved regulated activity with children or adults you are required under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 to declare any information about convictions, past cautions or prosecutions pending (unless these are subject to filtering under the DBS guidance). These include motoring offences other than fixed penalty notices.

Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence?	Yes ☐	No ☐

If the answer is 'yes', please detail the offence(s), including spent convictions that are not subject to filtering, in a sealed envelope and send to the school to accompany your application.

The existence of criminal convictions will not necessarily be a bar to employment. Any criminal record information arising out of the DBS disclosure process will be discussed with you before any final decision is made about your employment.

If the DBS check discloses a conviction, caution, reprimand or warning which you have failed to disclose on your application, this may disqualify you from appointment, or result in summary dismissal if the discrepancy is identified after appointment.

DBS barred lists
It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of inclusion on the DBS barred list. A copy of the DBS Code of Practice is available on the gov.uk website.

Are you included in the list of people barred from working with children maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006?	Yes ☐	No ☐

Childcare Disqualification Regulations
If the position you are applying for comes under these regulations you will also be required to complete a separate declaration form as part of the recruitment process.

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the Data Protection Act 1998. 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.

By completing this form online and emailing it to us you are deemed to agree to the declaration above.

Signature		**Date**	

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If you application is unsuccessful your details will be kept for a period of six months and then destroyed.

Equal opportunities monitoring form

West Berkshire Council supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. It aims to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise in order to achieve and maintain an efficient workforce. It also aims to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills abilities and other objective and job related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe and effective performance of the job.

To ensure that West Berkshire Council's equal opportunities policy is being implemented and to comply with legislation, please complete and return this form.

This information will be used solely for monitoring purposes and will not be available to those involved in the selection process.

First name(s)		Last name	
Date of birth	/ /	Sex	please select...

Are you in a marriage/civil partnership?	please select...	Are you a carer?	please select...
How do you describe your ethnic background?		please select...	
What is your religion or belief?		please select...	
What is your sexual identity?		please select...	

Equality Act 2010 – Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows: "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities."

We guarantee to interview disabled applicant who meet the essential requirements for the post.

Under the definition above, do you consider yourself to be disabled?	Yes ☐	No ☐	Prefer not to say ☐

Please list here any reasonable adjustments you may require to attend for an interview and/or to help you apply for and take part in the selection process for this vacancy. You may wish to request support if you need help with access to the building or if you need assistance with regard to speech, language or hearing support.