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|  | **Job Application Form**  **Support Staff Posts**  *Confidential* |

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| **Data Protection Notice:**  We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:  • You have given us your consent  • We must process it to comply with our legal obligations  You’ll find more information on how we use your personal data in our privacy notice for job applicants, which can be found with the Job Advert.  Applications will only be accepted if this form is completed in full. |

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. | | |
| Please return your completed form to: | Hounsome Fields Primary School - EEEA  181 Frimley Road Camberley  GU15 2QB  info@hounsomefields.school | Ref. No. *(Office Use Only)* |
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| The deadline for receipt of completed applications is: | 15th May 2025 | |

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| **Details of Post Applied For:** | | | |
| Job Title | Learning Support Assistant and lunchtime duties | Job Reference Number (if any) |  |
| Please confirm the date you would be able to start work, if successful |  | | |

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| **Personal Details:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title |  | | | | | | First Name(s) | | | | | |  | | | | | | | | | | | | | | |
| Surname |  | | | | | | | | | | | | | | | | | | | | | Date of Birth[[1]](#footnote-1) | | | |  | |
| If you have previously been known by another name(s), please specify: | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Details | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daytime Contact Number: | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Mobile Number (if different): | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| N.I number | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Email Address: | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| **Disclosure and Barring Service** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed, or listed on a DBS check, will be considered on a case-by-case basis.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Are you registered with the DBS update service?** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | Yes | | If Yes, Date of DBS check | | | | | | | | | | | | | | | | | | | | | | | | |
| **Online Searches** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shortlisted candidates will be subject to an online search. The online search is not part of the  shortlisting process, and candidates will have the chance to address any issues of concern in the interview. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Living outside of the UK**  If you’ve lived or worked outside of the UK in the last 5 years for a period of 3 months or more, the school will require additional information to comply with safer recruitment requirements (in addition to the usual pre-employment checks). | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you lived or worked outside of the UK in the last 5 years: | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | No |
| **If yes, please give details, including countries and relevant dates:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Right to Work In the UK** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you currently have the right to work in the UK? | | | | | | | | | | | YES | | | NO | | | If no, please specify your circumstances below: | | | | | | | | | | |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By submitting this application, you agree to provide such evidence when requested. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Education and Qualifications:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please also include any relevant professional qualifications. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Institution (e.g. School, College or University) | | | | | | Dates Attended | | | | | | | | | | | | | | | Courses/Subjects Taken and Examination Results or Award | | | | | | |
| From (Month/Year) | | | | | | | | | To (Month/Year) | | | | | |
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| **Membership of Professional Bodies:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give details of any relevant professional bodies to which you belong. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Professional Body | | | | | | | | | | Membership Status | | | | | | | | | | | | | Date Membership Commenced | | | | |
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| **Professional Development:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course Title | | | | Course Provider | | | | | | | | | | | | Dates Attended | | | | | | | | | Award (if any) | | |
| From (Month/Year) | | | | To (Month/Year) | | | | |
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| **Employment History:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order **(i.e. with your current or most recent position first).** Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer’s Name and Address | | | | | Dates Employed From and To (Month/Year) | | | | | | | Position Held | | | | | | Salary and Benefits | | | | | | Reason for Leaving | | | |
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| **Periods When Not Working:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date From (Month/Year) | | Date To (Month/Year) | | | | | | Reason | | | | | | | | | | | | | | | | | | | |
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| **Statement of Application:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Referees:** | | | | | | | | | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as your referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** * The school reserves the right to seek any additional references we deem appropriate. | | | | | | | | | | | |
| **Referee 1** | | | | | | **Referee 2** | | | | | |
| Title (Miss/Mr etc) | | | | |  | Title (Miss/Mr etc) | | | | |  |
| Name |  | | | | | Name |  | | | | |
| Occupation | | |  | | | Occupation | | |  | | |
| Address | |  | | | | Address | |  | | | |
| Tel. Number | | | |  | | Tel. Number | | | |  | |
| Email Address | | | |  | | Email Address | | | |  | |
| In what capacity do you know the referee? | | | |  | | In what capacity do you know the referee? | | | |  | |

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| **Reasonable Adjustments to the Shortlisting Process** | | | | | | |
| The school is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. | | | | | | |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview, or other selection activities. | | | | | | |
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| **Declarations:** | | | | | | |
| **Declaration of Relationships:** | | | | | | |
| Are you related to, or do you have a close personal relationship with, an existing member of staff or member of the board of governors? | | | | YES / NO | | |
| If YES, please provide below his/her name and role, and state your relationship: | | | | | | |
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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. | | | | | | |
| Signature of Applicant |  | Date |  | | | |
| I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of declaration.  **Thank you for your application.** | | | | | | |
| **Retention of Application Forms:** | | | | | | |
| As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | | | | | YES | NO |

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| **Equality Monitoring Form** | | | | | | | | | | |
| We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** **For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you. | | | | | | | | | | |
| Post Applied For: |  | | | | | Where did you see this post advertised? | |  | | |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | | |
| **Gender:** | Female |  | Male |  | Prefer to self-describe | |  | | : |  |

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| **Age:** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

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| **Disability:** | Do you consider yourself to have a disability? | | | | Yes |  | No |  |  | | |
| **Ethnicity:** | How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census. | | | | | | | | | |
| **White** | | |  | **Asian / Asian British** | | | | | | |
| English / Welsh / Scottish / Northern Irish / British | |  |  | Indian | | | | | |  |
|  | Pakistani | | | | | |  |
| Irish | |  |  | Bangladeshi | | | | | |  |
| Gypsy or Irish Traveller | |  |  | Chinese | | | | | |  |
| Any other White background (specify if you wish): | |  |  | Any other Asian background (specify if you wish): | | | | | |  |
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| **Mixed / Multiple Ethnic Groups** | | |  | **Black / African / Caribbean / Black British** | | | | | | |
| White and Black Caribbean | |  |  | African | | | | | |  |
| White and Black African | |  |  | Caribbean | | | | | |  |
| White and Asian | |  |  | Any other Black / African / Caribbean background (specify if you wish): | | | | | |  |
| Any other Mixed / Multiple ethnic background (specify if you wish): | |  |
| **Other Ethnic Group** | | | | | | |
|  | |  |  | Arab | | | | | |  |
|  | |  | Any other ethnic group (specify if you wish): | | | | | |  |
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1. The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE (“Keeping Children Safe in Education”). [↑](#footnote-ref-1)