# Application for a Support Staff Post



**Please complete in black ink or type**

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| Post ……………………………...…………………………………….......................................................... Scale/Grade …………………………………….…………………… **School/Service** …………………………………………………………………………………………………………**Reference Number**……………………………….…………………… | | | | | | | | | | | |
| If part time or job share, state preferred days/times ……………………………………….…………………………….……………...…….…..……………………………….. | | | | | | | | | | | |
| *Personal Details* (Please complete in BLOCK CAPITALS) | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Surname | | | | | Previous Surname(s) | | | | | | |
| First name(s) | | | | | Title (Mr/Mrs/Ms/Miss/Other) | | | | | | |
| Home address | | | | | Date of Birth: | | | | | | |
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| Tel: | | | | |
| Mob: | | | | |
| E-mail: | | | | |
| ***Qualifications and Training*** | | | | | | | | | | | |
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| Details of degrees/diplomas and any other qualifications obtained or in progress | | | | | | | | | | | |
| **Full name and address of College, University or other Institution** | **Inclusive dates**  **Month & Year**  **From To** | | | | | **Degree/Course Title** | | **Grade/Class (or**  **state if still in progress)** | | **Main subject** | |
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| **NB. You will be required to provide evidence if a qualification is essential to this post. We reserve the right to contact the relevant institution for verification** | | | | | | | | | | | |
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| **Secondary School(s) or equivalent** | | | | | | | | | | | |
| **Full name and address of School/College** | | Inclusive dates  Month & Year | | | | | **Examinations passed** | | | | **Grades** |
| **From** | | **To** | | | **Subject** | | **Date** | |  |
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| Details of any Relevant Short Courses attended in the past five years | | | | | | | | | | | |
| Course Title and Organiser | Dates Attended | | | | | | Any Other Relevant Information | | | | |
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| Please continue on a separate sheet if necessary | | | | | | |  | | | | |
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| Membership of Professional or Technical Associations (if applicable) | | | | | | | | | | | |
| **Name of Association** | | **Entry date to Membership** | | | **Status** | | | | **Membership Number** | | |
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| ***Details of Current or Most Recent Employment*** | | | | | | | | | | | |
| **Name and Address of Current or Most Recent Employer** | | | | **Position**  **held** | | **Full time/Part time** | | Inclusive dates | | | **Reason for leaving (if applicable)** |
| **From** | | **To** |
|  | | | |  | |  | |  | |  |  |
| Please write a brief description of your current/previous duties, stating to whom you report (position) and, if relevant, who reports to you. (You may attach a simple diagram of your position in the organisation if you wish). | | | | | | | | | | | |
| Current Salary (excluding any bonus) ……………………………………………………………… Amount of Notice Required …….…………....…………………………………. | | | | | | | | | | | |
| ***Previous Employment, Voluntary Work or Other Activities*** | | | | | | | | | | | |
| **Please complete with most recent employment/other activities first, detailing gaps between appointments, e.g. bringing up family, time spent travelling, periods of unemployment etc.** | | | | | | | | | | | |
| **Name and Address of Previous Employer** | | | **Position**  **held** | | | **Full time/Part time** | | Inclusive dates | | | **Reason for leaving (if applicable)** |
| **From** | | **To** |
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| ***Statement in Support of Application*** |
| **In this section you are asked to detail, by providing evidence and/or examples, how your knowledge, skills and abilities, or any other factors, relate to the requirements of the Person Specification sent to you with the Job Information Pack.** |
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**Please continue on a separate sheet if necessary**

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| ***Referees*** | |
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| Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer. **If your employer is/was a school, the referee provided must be the Head teacher. (NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children)**. You should be aware that referees will be asked about disciplinary/capability investigations or warnings, as well as any in which the penalty is time expired, if they relate to child protection issues. (They will not be asked to provide information on allegations proven to be false, unsubstantiated, unfounded or malicious). | |
| (***a****)* Name | (***b***) Name |
| Address | Address |
|  |  |
|  |  |
|  |  |
| Tel: | Tel: |
| Fax: | Fax: |
| E-mail: | E-mail: |
| Status: | Status: |
| **Our normal practice is to take up references prior to interview. Can we contact referee (a)?**  **YES**  **NO** | **Our normal practice is to take up references prior to interview. Can we contact referee (b)?**  **YES**  **NO** |
| **(NB. If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted).**  **State any date(s) inconvenient for interview:** | |
| ***Declaration*** | |
| **Do you have a close relationship with, and/or are you related to, any employee, worker, volunteer, Governor or anyone else connected with the School/PRU, or any Senior Officer or Councillor of the London Borough of Enfield?**  **YES  NO  (Tick as appropriate)**  **If YES, state details** …………………………………………………………………………..……….…………………………………..……...  **I understand that canvassing elected members of the Council, School Governors or School staff, directly or indirectly, for any appointment, will disqualify my application.**  **I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibition, sanctions, conditions or restrictions on my employment/work imposed by the Secretary of State or a regulatory body.**  **In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.**  **I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.**  **I hereby declare that information given on this form is complete and accurate.**  **Signature:** …………………………………………….…………………………………………………………………………………………………………**Date:** …………...….……………………… | |
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ENFIELD LEARNING TRUST

**Disclosure and Barring and Recruitment Checks**

The Enfield Learning Trust 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.

If the school where this post is based has pupils aged 18 and over who are ‘vulnerable’, we may also need to process an adult barred list check.

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 Enfield Learning Trust privacy notice.

If you’ve lived or worked outside of the UK in the last 5, the Enfield Learning Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?** ☐Yes ☐No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we’ve received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

In signing this application, you acknowledge that you have read and understood the above.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print in CAPS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENFIELD LEARNING TRUST

# EQUAL OPPORTUNITIES

***This sheet will be separated from your application form on receipt. The information you supply here plays no part in the selection process. It is used to monitor the effectiveness of our Equal Opportunities Policy. The information will be treated in the strictest confidence. Please complete A, B, C and D below and overleaf.***

**A. Please tick the appropriate box that best describes your ethnic origin. (For additional guidance, see notes below as indicated against each category).**

|  |  |  |
| --- | --- | --- |
| CATEGORY | SUB-CATEGORY | **Tick ONE Box only** |
| **White** | **White – British (See 1. below)** |  |
|  | **White – Irish** |  |
|  | **Any Other White Background (See 2. below)** |  |
| **Mixed/Dual Background** | **White and Black Caribbean** |  |
| **White and Black African** |  |
|  | **White and Asian (See 3. below)** |  |
|  | **Any Other Mixed background (See 4. below)** |  |
| **Asian or Asian British** | **Indian** |  |
|  | **Pakistani (See 5. below)** |  |
|  | **Bangladeshi** |  |
|  | **Any Other Asian Background (See 6. below)** |  |
| **Black or Black British** | **Black Caribbean** |  |
|  | **Black African (See 7. below)** |  |
|  | **Any Other Black Background (See 8. below)** |  |
| **Chinese (See 9. below)** |  |  |
| **Any Other Ethnic Group (See 10. below)** |  |  |

1. **English, Scottish, Welsh and Other White British.**
2. **Albanian, Bosnian-Herzegovinian, Croatian, Greek/Greek Cypriot, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish/Turkish Cypriot, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other.**
3. **White and Pakistani, White and Indian, White and Any Other Asian Background.**
4. **Asian and Any Other Ethnic Group, Asian and Black, Asian and Chinese, Black and Any Other Ethnic Group, Black and Chinese, Chinese and Any Other Ethnic Group, White and Any Other Ethnic Group, White and Chinese, Other Mixed Background.**
5. **Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.**
6. **African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.**
7. **Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.**
8. **Black European, Black North American, Other Black.**
9. **Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.**
10. **Afghan, Arab Other, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any Other Ethnic Group.**

#### B. I consider that I have a disability

YES  NO  If YES, please state details of your disability.

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#### C. AGE. Please tick one box to indicate relevant category

16 – 20  21 – 25

26 – 30  31 – 35

36 – 40  41 – 45

46 – 50  51 – 55

56 – 60  61 +

#### D. Where did you find out about this post? Please tick box or state as indicated.

Advert in Times Educational Supplement (TES)

London Borough of Enfield website

Other  Please specify………………………………………………………………………………………………….