



School Support Staff Job Application Form

Robin Hood Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black font/ink.

It is important that you refer to the [Guidance Notes](#) before completing this form.

This form is also available in large print, Braille or on audio tape on request.

1. VACANCY DETAILS

Job title:

School/Establishment:

2. PERSONAL DETAILS

First Name(s):

Last Name:

Title e.g. (Mr,Mrs,Miss,Ms):

Any Previous Name/s:

Address:

Postcode:

Daytime Tel:

Evening Tel:

Mobile Tel No:

Email Address:

Please indicate if you are happy to receive correspondence via your email address.

E.g. invite to interview letter

Yes:

No:

National Insurance Number, if you have one:

Do you have the right to work in the UK?

Yes:

No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job)

Yes:

No:

3. GENERAL INFORMATION

Are you related to or do you have a close relationship with: A Robin Hood MAT trustee/director; RHMAT School Governor; or an employee of the school to which you are applying?

Yes:

No:

If yes, please provide details:

Name:

Relationship:

Position:

Department:

Do you wish to job share the position you are applying for?

Yes:

No:

4. ARRANGEMENTS FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for interview and/or work based exercise?

Yes:

No:

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tapes, etc.)

5. EDUCATION/QUALIFICATIONS (start with secondary first)

From		To		Secondary school/College/University, etc.	Examinations taken or to be taken	Results and Grades	Date gained
Mth	Yr	Mth	Yr				

9. PRESENT AND MOST RECENT EMPLOYMENT (if any)

Job title:

Employer:

Salary:

Date Started:

Date left (if applicable):

Address:

Post code:

Reason/s for leaving (if applicable):

10. ILL HEALTH RETIREMENT/DISMISSAL

Have you ever taken ill health retirement?

If yes, date:

Name of employer / school and LA:

Yes:

No:

Have you ever been dismissed from a school for misconduct?

Yes:

No:

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

Have you ever been dismissed for misconduct from another employer?

If yes, date:

Name of employer:

Yes:

No:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

11. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher unless in appropriate circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Written references will not be accepted from relatives or people writing solely in the capacity of friends. Please try and include an email address.

Name:

Address:

Postcode:

Telephone Number:

Email:

Relationship to You:

Name:

Address:

Postcode:

Telephone Number:

Email:

Relationship to You:

12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(No more than 3 sides of A4 paper in total)

13. CONSENT, DISCLOSURE AND CONFIRMATION

Consent

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

Disclosure

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Please tick one of the following statements:

I confirm that **I have NO criminal convictions,** cautions, warnings, reprimands or bind-overs; not barred or disqualified from working with children.

I confirm that **I do have criminal convictions,** cautions, warnings, reprimands or bind-overs; or are barred or disqualified from working with children. I enclose full details in a sealed envelope marked 'Private and Confidential'.

Confirmation

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

Signature:

Date:

Print Name:

14. RETURN ADDRESS

Please return to: Yenton Primary School, Chester Road, Erdington, Birmingham. B24 0ED.

Email: enquiry@yentonprimary.co.uk

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: Female Male

Date of Birth: Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

British Irish Gypsy or Irish Traveller Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean White/Asian White/Black – African Black/Asian

Any other mixed background please indicate:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi Chinese

Any other Asian background, please indicate:

D Black or Black British

Caribbean African

Any other Black background, please indicate:

E Other ethnic group

Arab Kurdish Vietnamese

Any other please indicate:

Not disclosed

DISABILITY

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

EMPLOYMENT STATUS

Are you currently employed by a Local Authority? Yes: No:

If yes, please name the Local Authority:

Are you currently employed by a school in Birmingham or Solihull? Yes: No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes: No:

RELIGION

Christian –(including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist Hindu Jewish Muslim Sikh

No religion Not disclosed Other - please specify:

JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

Schools Support Staff Bulletin Jobs4U Bulletin Birmingham City Council Website

WMJobs.co.uk Indeed TES

Website, other (please specify) Professional Journal (please specify)

Birmingham Mail Other printed media (please specify) Word of Mouth

Twitter Facebook Linked In

Search Consultant Other (please specify):