

# Woodlands Primary School

## Application for Support Post



### Confidential

## Post Title:

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.

Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence.

## Part 1: Personal Details

**Name:**

**Previous Surname(s):**

**Address:**

**Alternative Address:**

**Telephone - Home:**

**Mobile:**

**Work:**

**Email:**

**National Insurance No:**

(You can obtain this information From the Department of Social Security)

## Disclosure of relationship

Are you related to any elected member of the Council, a Senior Officer of the Council or a member of the School Governing Body?

Yes / No (If YES, please provide details)

How did you become aware of this vacancy?

**Media**

**Date**

**Reference**

## Part 2: Competency

### Education and Training

Original documentation of qualifications will be required prior to an appointment.

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<b>Degree/Diploma/Title</b>	<b>Subjects</b>	<b>Hons or Pass Grade</b>	<b>Date of Award</b>
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### Secondary Education

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### In-Service Training and Development

Please give details of relevant courses and training undertaken in the last five years.

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# Employment History

Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps.

When giving details of school employment please include the age range, approximate school roll number and school type i.e

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<b>Name of Establishment:</b>	<b>Dates:</b>	<b>Salary upon leaving (and TLR payments):</b>	<b>Reason For Leaving:</b>
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## Other Skills and Interests

Please include languages (spoken/written), computers, etc. Please provide details of any community or voluntary work experience.

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## Reason For Application

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary giving page number and title heading)

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## References

Please indicate two people who can provide references one of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before an *offer* of employment is made and may be taken up prior to interview.

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**Name:**

**Name:**

**Address:**

**Address:**

**Telephone:**

**Telephone:**

**Email:**

**Email:**

**Occupation:**

**Occupation:**

## Criminal Record

You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by 8120131198).

Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) check.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

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**Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 20131198?**

**Yes / No** (If YES, please provide details of the Offence, the Sentence and the Date)

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**Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?**

**Yes / No** (If YES, please provide details)

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**If you are successful in your application, would you require a work permit prior to taking up employment?**

**Yes / No**

## General

### Health Declaration

Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of person appointed to such roles is at an appropriate level prior to any confirmation of appointment.

## Data Protection Statement

I hereby give my consent for KCC or the school to which this application relates if not a KCC controlled school to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.

## Declaration

By submitting this form I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

**Signed:**

**Dated:**