

School Staff application form and guidance notes

Position applied for:
Job reference number:

Personal information

Title: Miss Mr Mrs MS Other:

First name:

Last name:

House name / number:

Street name:

City:

County:

Postcode:

National Insurance Number:

Contact details

Please give details of how you would like us to contact you.

Home telephone:

Work telephone:

Mobile telephone:

Email address:

Please indicate if you are happy to receive correspondence via your email address, e.g. invite to interview letter? Yes No

Disability

As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. Do you consider yourself to have a disability?

Yes No

Close personal relationships

Do you have a close family or personal relationship with anyone at the School, employee of Hoople Limited, employee of Herefordshire Council, contractor, person in a partner organisation, or other person that may present a potential conflict of interest?

Yes No

Please provide us with details:

Name:

Position:

Relationship:

This is to ensure that, as appropriate, the individuals involved are protected from allegations such as propriety, bias, or conflict of interest whether during the selection process, or on any subsequent appointment.

Job share

Are you applying for this job on the basis of job share? Yes No

Employment history

Employment status: Unemployed Employed Never Worked

Are you currently employed by Hoople or Herefordshire Council? Yes No

Current or last employer

Provide details here of your employment history starting with your most recent employer. You can include any voluntary or unpaid work that you may have done. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.

Name of employer:

Your job title:

Line manager (will be contacted as a reference):

Building name / number:

Street name:

City: County:

Postcode:

Telephone number:

Salary and benefits:

Date from:

Reason for leaving:

Details of responsibilities and duties:

Past employment

Please provide us with details of past employment. If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or extended travel, please detail them here with dates.

Employment

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Employer:

Job held:

Date employed from:

Salary:

Date employed to:

References

References will be sought from previous employers, please indicate if you wish to be consulted before they are approached: Yes No

Please give details of your current or last line manager as named in the employment history section.

Name of reference:Title: Miss Mr Mrs MS Other:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Please give details of your second most recent line manager who can provide a reference.

Name of reference:

Title: Miss Mr Mrs MS Other:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Education and qualifications

Please state here any job relevant qualifications. If an overseas qualification, state UK equivalent.

Qualifications

Qualification:

Grade:

Educational Establishment:

Date achieved:

Qualification:

Grade:

Educational establishment:

Date achieved:

Qualification:
Grade:
Educational Establishment:
Date achieved:

Qualification:
Grade:
Educational Establishment:
Date achieved:

Professional training courses

Please state here any job relevant professional qualifications

Training

Description:
Organising body:
Date achieved:

Description:
Organising body:
Date achieved:

Description:
Organising body:
Date achieved:

Professional bodies

Give details of job relevant personal development, and/or, activities, courses, membership of professional bodies.

Name of body:
Type of membership:
Date of membership:

Name of body:
Type of membership:
Date of membership:

Relevant skills, knowledge and experience

Please refer to the person specification, job description and application guidance when completing this section. Make sure to include examples of HOW you have demonstrated skills, knowledge and experience. Please use additional sheets if required.

Relevant skills, knowledge and experience:

Redundancy

Are you currently at risk of redundancy, or have you ever received a redundancy payment?

Yes No

If yes, date of (expected) redundancy:

Disclosure and Barring Service (DBS Check)

The School is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been subject of any child protection concern whether in your work or personal life, or been subject of, or involved in, any disciplinary action in relation thereto including any which time is expired.

Yes No

If yes, please provide details:

It is an offence to knowingly apply for offer to do, accept or do any work in a regulated position if you have been disqualified from working with children. An offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking this box you consent to a DBS Check (s) being made:

Rehabilitation of Offenders Act 1974

If 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), then the details of these must be disclosed if you are invited to interview.

If you are invited to interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have a disclosable convictions, please complete the relevant sections of the form.

Health

If you are offered a post within Hoople it will be subject to a medical check.

Data Protection (GDPR)

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The School / Hoople will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at: www.hoopletd.co.uk/privacy-notices

Declaration

I declare that the information I am giving in this application, and in any supplementary pages is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal. I understand that it is my responsibility to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

I have read and agreed to the Fair Obtaining Notice and Declaration:

Yes No

Signature (digital):

Date:

Signature (by hand):

Date:

Guidance for applicants

Guidance for completing your application

Please use the following guidance notes to help complete your application. If you should need more space in any section, use a continuation sheet.

If you need help to understand the guidance or the form, or require it in a different format or language, please contact the Schools HR Team at employeeservices@hoopleltd.co.uk

1. Personal Information

Please complete your name, address and contact details, and let us know how you would like us to contact you.

2. Disability

Schools are positive about employing disabled people and is a 'two ticks' symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick 'yes' to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform the School of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

3. Job Sharing

The School aims to provide flexibility in the workplace, and encourages effective work and life balance. It has range of flexible working policies including Job Sharing. If you are applying as a job sharer, this will be considered in relation to the job requirements.

4. Employment History

You should provide details of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.

5. References

References provided must include your most recent, or current employer.

6. Education and Qualifications

Give full details of relevant educational, technical and professional qualifications, with subject area and attainment level/s or grades. If you have an overseas qualification, please state the UK equivalent if you know it.

7. Professional Training courses

Please provide details of any professional training courses that you have completed and membership of any professional bodies.

8. Relevant Skills, Knowledge and Experience

You will be invited for the selection stage (usually, interview), based in the main, on the information you provide in this part of the application form. It is essential that you state in the application form how your skills, knowledge and experience meets all the requirements of the person specification.

For example, if a current driving licence is needed for the job (e.g. a driving job) you must state that you hold a current driving licence.

9. Disclosure and Barring Service (DBS Check)

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with Schools. Any information revealed by you or as a result of a Disclosure will be considered in light of the responsibilities of the post. As the post you are applying for is in a school, and has substantial access to children, you **MUST** state any convictions, bind over orders, or cautions, whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a DBS Check.

10. Declaration

You are asked to sign your application as an accurate and true record. If you provide misleading or false information, this may result in you being disqualified from appointment, or dismissed. If you apply on line, you will be asked to sign your application as part of the pre-employment checks.

11. Equality of Opportunity

Schools endeavour to eliminate all unlawful discrimination, both direct and indirect, in the delivery of services and in employment and aims to ensure people are selected on their ability to perform the job. This information is not used for shortlisting purposes or decisions to appoint. It is used for statistical monitoring purposes only. If appointed, this information will form part of your personal record.

14. General Advice

You need to make sure you fully address the requirements of the person specification in your application.



Make sure you give examples of how you have used your skills, knowledge and understanding/experience against the person specification requirements.

Your application will be assessed against what you put in the application form, compared with the person specification requirement.

Diversity monitoring form

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you. The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.

The School / Hoople will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at: www.hoopleltd.co.uk/privacy-notice

Your gender: Male Female Other, please specify:

Your date of birth:

Your age category:

0-15 years 16-24 years 25-44 years 45-64 years

65-74 years 75+ years

Disability

The Council and Hoople are positive about employing disabled people and is a 'two ticks' symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick 'yes' to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform the Recruitment Team or Julie Bridgewater of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

We guarantee to interview any applicant with a disability, who meets the requirements of the post. Do you consider yourself to have a disability? (Please refer to the Application Guidance)

Yes please specify below (tick all that apply):

Deaf/hard of hearing/acute hearing

Blind/partially sighted/sensitive to light

No

Learning disability or difficulty

Mental health



- Progressive/chronic illness (e.g. MS, cancer)
- Other (please specify):

- Mobility difficulties

Your sexual orientation (please tick one only):

- Heterosexual Gay Bisexual Lesbian Prefer not to say

Your religion/belief (please tick one box only):

- Christian Muslim Jewish Hindu Sikh Buddhist
 None Other (please specify):

Your ethnicity (please tick one box only):

- WHITE British Irish Traveller Romany/Gypsy
 Other White background (please specify):

- BLACK or Black british African Caribbean
 Other Black background (please specify):

- ASIAN or Asian british Indian Pakistani Bangladeshi
 Other Asian background (please specify):

- CHINESE or Chinese British Chinese
 Other Chinese background (please specify):

- MIXED or Mixed british White & Black African White & Black Caribbean
 White & Asian White & Chinese
 Other Mixed background (please specify):

- OTHER Any other background (please write in):

Your national identity (please tick one box only):

- English Scottish British Welsh Irish
 Other (please specify):

Where did you see this role advertised? (Please tick one box only)

- Hereford Journal Hoople Limited website
 Job Centre Other please specify:

Rehabilitation of Offenders Act 1974 Disclosure Form

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant School Support Staff Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have a disclosable convictions, please complete the relevant sections of the form.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

This means that you must disclose spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at: www.hoopleltd.co.uk/privacy-notices

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether 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):

Yes No

If you have answered yes to the question above, please set out the details below:-

Date of Conviction/ Pending Hearing/ Caution/ Reprimand/ Warning	Offence	Sentence	Details of Police/ Court involved

Declaration: I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :