



OAK BANK SCHOOL

SUPPORT STAFF APPLICATION FORM

Please read the application form guidelines and job description before completing this form.

Please complete the form in black ink and return your completed application to:

**Mrs L Grogan
Oak Bank School
Sandy Lane, Leighton Buzzard
Bedfordshire, LU7 3BE
lgrogan@oakbank.beds.sch.uk**

OAK BANK SCHOOL SUPPORT STAFF

APPLICATION FORM

Job application details:						
Job title:						
Title:	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
First name:			Surname Name:			
Home phone number:			Work phone number:			
Mobile phone number:			Preferred phone number:			
Email address:						
Address:						
County:			Postcode:			
Education/qualification(s)						
Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted.						
Name and location of school/college/university	Dates attended (from – to)	Qualification(s)	Result gained/expected			

Education/qualification(s) continued:

Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted.

Name and location of school/college/university	Dates attended (from – to)	Qualification(s)	Result gained/expected

Training courses:

Please provide details of any relevant training courses you have attended within the last five years including title of course and approximate date.

Title of course	Dates attended (from – to)	Qualification(s)	Result gained/expected

Employment history:

Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps.

Jobs working with children or vulnerable adults, please list all employment history including gaps in accordance with "Safer Recruitment" guidelines.

Please use an additional sheet if necessary remembering to write your name and the job you are applying for at the top.

DATES NOT ENTERED AS DD/MM/YYYY
WILL BE RETURNED

Company or organisation's name	Job title	Employment date (DD/MM/YY to DD/MM/YY)		Reason for leaving

Your application:

This section forms the main body of your application. Please demonstrate in each boxed section below, with examples, how you meet each one of the essential criteria described in the person specification (this is listed in the job description).

Additional sheets may be used if required up to a maximum of 10,000 characters (this equates to 3/4 sheets of typed A4 paper using size 12 font). Please remember to put your full name and the reference number for the job you are applying for on top of each additional sheet.

In this box please provide examples to demonstrate how your qualifications meet the essential criteria for this role.

In this box please provide examples to demonstrate how your relevant experience meets the essential criteria for this role.

In this box please provide examples to demonstrate how your skills and abilities meet the essential criteria for this role.

Skills and abilities continued:

References:

Please provide the names of **two referees** who can provide professional or academic references. The first must be **your present or most recent employer / voluntary organisation**. The person you name must hold a managerial or human resources position in that organisation and have access to your records. **Please ensure that you provide an email address wherever possible** as this greatly speeds up the recruitment process.

Oak Bank School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.

Satisfactory references must be obtained before any formal offer can be confirmed. If you are applying for a role working with children or vulnerable adults and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any “time expired” disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.

Oak Bank School reserves the right to request a reference from any organisation with which you have been associated.

Reference 1:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 2:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 3:

Referee's name:		Job title:	
Organisation's name & address:		Relationship to you: (e.g. Line manager/HR)	
Work phone number:		Email address:	
Can we contact this referee prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Further information:

1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or governor of the school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children or vulnerable adults, by any regulatory, professional or government body.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered "yes" to the questions above please provide further details:

<p>Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974. If you are applying for a role with unsupervised access to vulnerable groups this will be stated on the advert and you will be required at interview to declare if you have ever been convicted or cautioned for any criminal offence either „spent“ or „unspent“. The CRB code of conduct is available upon request.</p> <p>If you are applying for a role where you will not be working with vulnerable groups you will be asked to declare „unspent“ convictions only.</p> <p>Do you agree to declare the information required for the role you are applying for?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Declaration:

I declare that to the best of my knowledge and belief, the information I have provided on this application form and supplied with it is correct.
I understand that any subsequent contract of employment with the academy will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.

Signature:..... **Date:**.....

If you lobby employees of the school, either directly or indirectly, in connection with your application you will be disqualified.

Data Protection Act: Oak Bank School has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application.

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration / monitoring only and for no other purpose.

Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Oak Bank School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly. To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

SECTION A							
Your full name:				Title:		Date of Birth:	
Gender: (please specify)				National Insurance Number:			
Other names (Surnames and first name) you have been known by:							
Please state where you saw this post advertised:							
SECTION B							
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?							
Asian/Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background Please specify
Black/Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Please specify background
Chinese or other Ethnic	Chinese	<input type="checkbox"/>	Any other Ethnic group			<input type="checkbox"/>	Please specify Ethnic Group
Mixed	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other Mixed background Please specify
White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Please specify background
b) Disability The Equality Act 2010 defines disability as „a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities”.							
Do you consider yourself to have a disability under the Equality Act 2010? (Please select Yes/No as appropriate)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.							
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?							
Lesbian	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes your religion/faith/belief? Religion/Faith/Belief?							
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	Other please specify	<input type="checkbox"/>



Guaranteed Interview Scheme

Oak Bank School is committed to the employment and career development of disabled people.

What do we mean by disability?

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

Simply complete this section, and read the declaration below and sign.

Please give details of your

Are there any arrangements that may be required to be made should you be invited for

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

—
Declaration:

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:

Signature:

Name:

Date:
—

Any false declaration of disability to obtain an interview will invalidate any contract of employment



OAK BANK SCHOOL APPLICATION FORM GUIDELINES

Please use these notes as a guide to assist you when completing your application form

- We use a standard application form to ensure that we treat all applicants fairly and consistently, therefore, please do not attach a CV
- Please complete the form using **black ink**; if you have computer access use our online application
- If a section does not apply to you please enter N/A

Job application details:	Please insert the job title for the role you are applying for
Contact details:	Please ensure that you complete this accurately so that we are able to contact you during the recruitment process
Education/Qualifications and Training Courses	Please list any qualification(s) and relevant training you have acquired along with any grades
Employment history:	<p>Please give details of your employment history in date order, most recent first.</p> <p>Briefly describe the duties of the role you held paying particular attention to those that are relevant to the role for which you are applying.</p> <p>Jobs working with children or vulnerable adults, please list all employment history including gaps in accordance with “Safer Recruitment” guidelines.</p>
Your application:	Please follow the guidance on the application form. We request three referees so that if you do not wish us to contact your current employer we can still obtain two references for you.
References:	Please follow the guidance on the application form.
Further information:	<p>Please answer “yes” or “no” as appropriate.</p> <p>Further information on “Rehabilitation of Offenders Act” to follow in this guidance.</p>
Declaration:	Please read and sign the declaration. Giving false information may result in withdrawal of offer or dismissal.

Monitoring Equality and Diversity in Employment form:

Completion of the Equal Opportunities information is at your discretion. This section will be used for monitoring purposes only and will not be passed to the people involved in the selection process for this job.

Positive about disabled people:

All applicants who consider themselves to have a disability and who meet the essential criteria for a position are guaranteed an interview.

If you do indicate on your application form that you consider yourself to have a disability please specify the nature of your disability: e.g. physical disability, visual disability, hearing impairment, speech impairment, learning disability or mental health problems.

Ethnic Origin:

Your ethnic origin is your racial and / or cultural identity i.e. where you originate from. You could be a UK citizen but your ethnic origin i.e. your ancestry could be Asian, African or Chinese.

Eligibility to work in the UK:

We are required by law to ensure that all prospective employees are legally entitled to live and work in the United Kingdom. If you are selected for interview you must bring **originals** of the following documents:

- A UK or EU passport or other passport showing that you have the right to live in, or entitlement to re-admission into the UK.

For more information please refer to the guidance on the UK Border Agency Home Office website

<http://www.ukba.homeoffice.gov.uk/workingintheuk/>

If you do not have a full valid passport you will need to provide a combination of the following:

- A full birth certificate issued in the UK or the Republic of Ireland.

and

- A document showing your permanent National Insurance Number [e.g. P45, pay slip, P60, National Insurance card, or a letter issued by a government agency.]

Please be aware that you will not be able to start employment with the School, until you are able to produce the above documents. If you fail to produce the appropriate documents within a reasonable timeframe, the job offer will be withdrawn. We will retain a copy of the document(s) you provide for our records whilst you remain an employee of the School.

Rehabilitation of Offenders Act 1974

Disclosure of Criminal Records

Oak Bank School is an equal opportunities employer and as such will only consider criminal records if they are relevant to the post in question. A conviction is not necessarily a bar to employment with the School

Introduction:

A particular concern for the school in recruitment is to ensure that it guards against appointing people who are unsuitable for working with children or vulnerable adults. There are various measures that can be taken to avoid this happening, one of which is to check whether the person to be appointed has any previous convictions for relevant offences.

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. This enables ex-offenders to „wipe the slate clean“. However, if the post they are applying for is exempt from the Act, (see below), they are legally required to disclose convictions that have become „spent“.

Exemptions from the Act:

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempt from the Act above. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. In such cases organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are „spent“ or „unspent“.

If the position you are applying for is exempt under the Rehabilitation of Offenders Act and you are offered the position, you will be required to complete a „Disclosure“ application. More information on The Criminal Records Bureau and the Disclosure System can be found at: http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195809