WOKINGHAM BOROUGH COUNCIL

SUPPORT STAFF APPLICATION FORM

SCHOOL:

POST APPLIED FOR:

Please complete this form clearly in **black ink or typescript**. Please do not include a separate curriculum vitae. Please continue on a separate page if needed and indicate any continuation on this form.

1 PERSONAL DETAILS			
Surname:		**First Name:**	
Previous Surname:		**Any other previous name changes:**	
Title:		**NI Number:**	
Home Address: **Postcode:**		**Email:**	
Telephone Number:		**Mobile Number:**	

2 EDUCATION & QUALIFICATIONS (most recent first)

Please give details of secondary and further education including any GCSEs or "A" levels or equivalent vocational courses below:

Dates attended from (mm/yyyy)	To (mm/yyyy)	Name of school/college/other institution	Qualifications obtained and grade/level

Please give details of any Higher Education and equivalent courses below:

Dates attended from (mm/yyyy)	To (mm/yyyy)	Name of school/college/other institution	Qualifications obtained and grade/level

3 TRAINING AND QUALIFICATIONS Give details of any other certificates with dates: Vocational training. Professional qualifications , membership of Professional Institutions

4 Employment Details – Current or Last Employment	
Name and address of current/most recent employer or college/school	**Job Title:**
	Start Date:
	Notice Required:
	Date of Leaving (if applic):
	Basic Salary:
	Allowances:

Please briefly outline your main duties and responsibilities or details of your studies if leaving education.

Why do you wish to leave your present employment/why did you leave your last employment?

5 Employment Details – Previous Employment

Start with most recent employment first. If necessary continue at end of application form until all employment history is shown.

Name of Previous Employer:		
Post Held:		
Dates Employed From:	**To:**	**Salary:**
Brief details of duties and responsibilities:		
Reason for leaving:		

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Reason for leaving:		

6 FURTHER INFORMATION

The information in this section plays an essential part in the selection procedure. It enables you to provide us with the additional information you consider relevant to your application. Please use this space below to detail how you meet the job requirements.

7 PERIODS NOT IN EMPLOYMENT OR TRAINING

You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary.

Date		Reason for Periods not in Employment or Training
From	To	

8 REFEREES

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is our policy to take up references prior to interview. If you have any concerns about this please contact us.

Present/Last Employer

Name:

Position:

Address:

Post Code: Telephone No:

E mail:

Second Referee

Name:

Position:

Address:

Post Code: Telephone No:

E mail:

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer where you were most recently employed/ volunteered to work with children.

Name:

Position:

Address:

Post Code: Telephone No:

Email:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

9 DECLARATION OF CRIMINAL CONVICTIONS

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. You will be required to provide a Disclosure from the DBS at the appropriate level for the post.

Please complete the enclosed form titled **Additional Job Application Question - Disclosure of Criminal Background**. This form provides further information about the filtering rules. Please note your application will not be accepted without it.

Data Protection Act 1998

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection.

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 6 months after which it will be disposed of using appropriate process.

10 FOR PERSONS WHO ARE NOT BRITISH OR EU NATIONALS

If you have any conditions related to your employment please give full details below:

11 DECLARATION

Are you related or have a close relationship within the Council (including Councillors and Governors)
Yes/No If Yes please provide details

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signature: _____ Date: _____

WOKINGHAM BOROUGH COUNCIL SCHOOLS

STRICTLY CONFIDENTIAL

ADDITIONAL JOB APPLICATION QUESTION - DISCLOSURE OF CRIMINAL BACKGROUND

1. The Council/Governing Body has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or adults who are vulnerable are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions or cautions subject to the rules below, so they may be taken into account when your application is considered.

2. The Disclosure and Barring Service (DBS) will filter out convictions and cautions under the rules detailed below and therefore these will not be printed on the disclosure certificate you receive. You do not have to disclose convictions or cautions if they fall within the DBS filtering rules.

Filtering Rules for Criminal Record Check Certificates

3. For those 18 or over at the time of the offence:
   An adult conviction will be removed from a DBS criminal record certificate DBS criminal record if:

   - 11 years have elapsed since the date of the conviction; **and**
   - It is the person's only offence, **and**
   - It did not result in a custodial sentence.

4. Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

5. An adult caution will be removed after 6 years have elapsed since the date of the caution – and it does not appear on the list of offences relevant to safeguarding.

6. For those under 18 at the time of the offence:

   - The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.
   - The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

7. In answering the question below the position for which you are applying for is exempt from the Rehabilitation of Offenders Act 1974. Subject to the rules above you must disclose any convictions you may have even if they would otherwise be regarded as 'spent' under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

QUESTION

Have you been convicted of a criminal offence **YES / NO**

If YES please give details of all convictions and cautions, including 'spent' convictions and cautions.

DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed _____

Date _____

Print Name (Capitals) _____

Position Applied for _____

If you have disclosed conviction information please place this part of the application form in a separate sealed envelope marked with: your name and position applied for and the following: Disclosure information, Strictly Confidential. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.

EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION

The Council/ Governing Body is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Disclosure and Barring Service. (The Service is an executive arm of the Home Office which carries out criminal conviction checks for employers.) If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Service will also check registers of persons found to be unsuitable to work with children or vulnerable adults which are maintained by the Disclosure and Barring Service Information on the Service, including their Code of Practice by which employers must abide, can be accessed on the internet at: https://www.gov.uk/government/publications/dbs-code-of-practice.

Wokingham Borough Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Information received from the Service will be kept in strict confidence. You will be sent directly the results of your check by the Service.

Having a criminal record will not necessarily bar you from working with us. The disclosure of a criminal record will only debar you from appointment if the selection panel, having considered carefully the following factors, determine this. The factors to be taken into account are: a. the responsibilities of the position, b. the vulnerability of children or adults supported, c. the nature of the offence(s), d. the number and pattern of offences (if there is more than one), e. how long ago the offence(s) occurred, f. the age of the offender when the offence(s) occurred.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If the Service check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

EQUAL OPPORTUNITIES MONITORING
PRIVATE AND CONFIDENTIAL

The School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or

maternity, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.
To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form.** The information will be used for monitoring purposes and will not be available to those involved in the selection process.

	Please complete or select entry
Post Applied For	
Full Name	
Gender:	Female Male
Date of Birth	
Marital Status	Single / Married / Divorced / Separated / Widowed

I would describe my cultural and ethnic origin as: Please select the appropriate description to indicate your cultural background.	
White - British	
White - Irish	
Any Other White Background	
White and Black Caribbean	
White and Black African	
White and Asian	
Any Other Mixed background	
Indian	
Pakistani	
Bangladeshi	
Any Other Asian Background	
Black Caribbean	
Black - African	
Any Other Black Background	
Chinese	
Any Other Ethnic Group	

The school seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:

Do you consider you have a disability? Yes/ No
(If yes, please provide details below)

Printed Signature:
Date: