



Support Staff Application Form

Acknowledgement

Thank you for choosing to apply for this position at Ruislip Gardens Primary School.

Guidance on making the most of your application

You should have already viewed the job description (which lists the main duties and tasks of the job) and the person specification (which lists the skills and experience you need to do the job).

The information you provide on this application form in the 'personal statement' section must show how you meet the requirements listed in the person specification. This will determine whether you are invited for interview.

If you wish to apply for a full time post as a part time employee, please clearly state this on your application form under 'other relevant Information'. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short-listed for this position.

Filling in the application form

Please ensure you address each point in the person specification and ensure your responses directly relate to it.

Avoid repeating your career history and use different examples of relevant skills and experience to demonstrate how you meet the different parts of the person specification. This includes skills learned outside the work environment. Enter information in a clear, concise and positive way about what you have done, using words such as 'I planned . . .' or 'I co-ordinated'.

Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Disability Discrimination Act) you will be invited for interview if you meet the essential criteria in the person specification.

If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

Disclosure & Barring Service Check (DBS)

A DBS Clearance is required for all School positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits.

It is illegal for anyone barred from working with children by the DBS, to work or apply to work with children.

Recruitment monitoring form

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

Return of this form

Please return this form to Rachel Nash at the school office or via email to rnash@ruislipgardensschool.co.uk. Please don't hesitate to ask should you have any problems completing this form.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references and other pre-employment checks.



Recruitment Monitoring

Ruislip Gardens Primary School is committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only, and will not be seen by the short-listing panel.

This section will be detached from the application form prior to short-listing.

Your Information	
Position Applied For	
Reference (if applicable)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
Date of birth	DD / MM / YYYY

Ethnic Group – To which of these ethnic groups do you belong? (This is not a question about your nationality or place or birth, but your ethnic origins) PLEASE CIRCLE ONLY ONE OPTION	
White	British / English / Welsh / Scottish / Northern Irish / Irish / Gypsy or Irish Traveller / Other
Mixed Groups	White & Black Caribbean / White & Black African / White & Asian / Other
Asian / Asian British	Indian / Pakistani / Bangladeshi / Chinese / Other
Black / Black British	African / Caribbean / Somali / Other
Other Ethnic Group	Arabic / Other / Prefer not to say

Religion	Sikh / Buddhist / Christian / Hindu / Humanist / Jewish / Muslim / Not Religious / Other / Prefer not to say
Sexual Orientation	Heterosexual / Straight / Bisexual / Gay Man / Gay Woman / Lesbian / Other / Prefer not to say
Age Band	16-24 / 25-34 / 35-44 / 45-54 / 55-64 / over 65

Disability - The Equality Act (2010) defines a disabled person as someone with 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.' To see if this applies to you, please visit: www.gov.uk/browse/disabilities	
Do you consider yourself to have such a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Advertising Monitoring	
Where did you see this job advertised?	
Are you an internal or external candidate?	



Application Form

Please complete this form in black ink; please also ensure all handwriting is as legible as possible.

Job Details	
Job Name	
Reference (if applicable)	
Closing Date	

If you wish to apply as a job share, please mark in the box:

Personal Details	
Title	
Forename(s)	
Surname	
Home Address	
Postcode	
Home Telephone	
Mobile Phone	
Daytime Telephone Number (if applicable)	
Email Address	
National Insurance Number	

Do you hold a current driving licence? Yes No Licence type: _____

Do you have the use of a car for business purposes? Yes No

If you are not an EU citizen, please tick if you require sponsorship to work in the UK:

People with disabilities, please note - People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:

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Education and Training			
Name of School, College or University	Date From (mm/yyyy)	Date To (mm/yyyy)	Qualifications obtained (please include subjects and grades / levels)

Professional or Vocational Qualifications	
Training Provider Name	Course (s) of study pursued and Qualifications obtained (please include subjects and grades / levels)

Other training courses relevant to this job	
Training Provider Name	Course (s) of study pursued and Qualifications obtained (please include subjects and grades / levels)

Please continue on a separate sheet, if necessary.



Employment (and other relevant) history

Present / Most Recent Employment

Name of Employer			
Address of employer			
Date Employed From		Date Employed To	
Job Title			
Current Salary (Inc. Grade and Point)			

Please give a brief account of the key aspects, main duties and responsibilities of your role

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Reason for Leaving			
Notice Required			

Please continue on a separate sheet, if necessary.

Previous Employment

Please provide details of all previous employment starting with the most recent. Please explain any breaks in employment (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 and 1986).

Name of Employer			
Address of employer			
Date Employed From		Date Employed To	
Job Title			
Salary (Inc. Grade and Point)			

Please give a brief account of the key aspects, main duties and responsibilities of your role



Please continue on a separate sheet, if necessary.

Previous Employment

Name of Employer			
Address of employer			
Date Employed From		Date Employed To	
Job Title			
Salary (Inc. Grade and Point)			

Please give a brief account of the key aspects, main duties and responsibilities of your role

Please continue on a separate sheet, if necessary.

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Address of employer			
Date Employed From		Date Employed To	
Job Title			
Salary (Inc. Grade and Point)			

Please give a brief account of the key aspects, main duties and responsibilities of your role

Please continue on a separate sheet, if necessary.

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Address of employer			
Date Employed From		Date Employed To	
Job Title			
Salary (Inc. Grade and Point)			



Please give a brief account of the key aspects, main duties and responsibilities of your role

Please continue on a separate sheet, if necessary.

Personal Statement

Please describe how you believe that you meet the requirements of this position as set out in the specification. All applicants are advised to read the person specification before completing this section. Applicants should note that the information given in this section will be taken into account when compiling a short-list for interviews.

Other Relevant Information



Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, any special needs and/or support required as a result of having a disability, or if you wish to apply for a full time position as a part time employee.

Please continue on a separate sheet, if necessary.

References

	Current Employment Referee	Second Referee
Full Name		
Job Title		
Name of organisation, address & postcode		
Email address		
Capacity known to you		

Interview

You should note that although we will try to arrange the interview date around your availability, this may not be possible, particularly if the date of the interview was contained in the advertisement. Please give dates on which you will not be available for interview.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

The amendments to the Exceptions Order 1975 (as amended in 2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

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)"?

Yes No

If yes, please provide details in a separate, sealed envelope

Disclosure of convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered.

Application Declaration



I understand that false or misleading information on this form will disqualify me from appointment and, if appointed, may result in disciplinary action which could lead to my dismissal.

I acknowledge and agree that the school will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with the Data Protection Act 1998.

Applicant Signature

Date

Please now ensure that once completed, this form is returned to the school, before the closing date and time listed on the advertisement.