

**All kinds of Birmingham**

All kinds of schools/All kinds of futures

**SCHOOL SUPPORT STAFF**

**APPLICATION FORM**

Birmingham City Council is committedtosafeguardingandpromoting thewelfareof childrenand youngpeople andexpectsall staffandvolunteers tosharethiscommitment.

It is committedtoequalopportunitiesinemploymentandpositivelywelcomesyour application.

Successful applicantswill berequiredtoundertakeanenhanced DBS check.

**Pleasecompleteallsectionsontheform. Ifanysectiondoesnotapplytoyou,enternot applicable(n/a). Pleasecompleteinblackfont/ink.**

**It isimportant that yourefertotheGuidanceNotes beforecompletingthisform. Electronicversionsof thisformareavailableat** [**www.birmingham.gov.uk/jobs**](http://www.birmingham.gov.uk/jobs)

Thisformisalsoavailableinlarge print, Braille or onaudiotapeonrequest.

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1. **VACANCY DETAILS**

Position Applied For:

School/Establishment:

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**2. PERSONALDETAILS**

**FirstName(s):****LastName:**

**AnyPreviousName/s:**

**Address:****Postcode:**

**DaytimeTel:****Evening Tel:**

**MobileTelNo:**

**EmailAddress:**

**Do youhavetherighttoworkintheUK?** Yes:☐ No:☐

Pleasenote:Originalidentificationdocumentsverifyingyourrightto work intheUK willberequested,checkedanda photocopywillbe taken.Ifyour applicationis successfulandyoucommenceemployment,thecopyofyour identificationdocumentswillbe retainedonfileunderregulationsgovernedbytheImmigration,AsylumandNationality Act.

**NationalInsuranceNumber,ifyouhaveone:**

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**3. GENERAL INFORMATION**

**Areyou relatedtoordoyouhaveacloserelationship with:ABirminghamCouncillor;BirminghamSchoolGovernor; anemployeeoftheschooltowhichyouareapplying, oranemployeeofBirminghamCityCouncil?** Yes:☐ :No:☐

**Ifyes,pleaseprovidedetails:**

**Name:****Relationship:**

**Position:****Department:**

**Do youwishtojobsharethepositionyouareapplyingfor?** Yes:☐ No:☐

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**4. ARRANGEMENTS FOR INTERVIEW**

**If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise?** Yes: ☐ No: ☐

**If yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):**

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**5. EDUCATION/QUALIFICATIONS (Start with Secondary first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Secondary school/College/University, etc. | Examinations taken or to be taken | Results and Grades | Date gained/expected |
| Mth | Yr | Mth | Yr |  |  |  |  |
|      |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
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**6. TRAINING (Most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|       |       |       |       |
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**7. MEMBERSHIP**

Please indicate membership of any organisation/s relevant to this position

**Name of organisation**

**Type of membership       Date of membership**

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**8. PAST EMPLOYMENT & EXPERIENCE**

Please complete the following, in full chronological order, starting with your current employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Please also include any breaks in employment history together with the reason for the break.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer  | Job Title | Reason for change |
| Mth | Yr | Mth | Yr |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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**9. PRESENT AND MOST RECENT EMPLOYMENT (If any)**

**Job title:      Employer:      Salary:**

**Date Started:       Date left (if applicable):**

**Address:      Post code:**

**Reason/s for leaving (if applicable):**

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**10. ILL HEALTH RETIREMENT/DISMISSAL**

Have you ever taken ill health retirement from Birmingham City Council? Yes: ☐ No: ☐

If yes, date:

Name of Department:

Have you ever been dismissed from a school for misconduct? Yes: ☐ No: ☐

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with you application.

Have you ever been dismissed for misconduct from a Birmingham City Council Department?

If yes, date:

Name of school and LA:       Yes: ☐ No: ☐

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and
return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

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**11. WRITTENREFERENCES**

Please give the name of two referees, one of whom should be your current or most recent employer. If this employmenthas been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are notcurrently working with children, but have previously done so, one referee must be the mostrecent employer who employedyou to work with children.

Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Writtenreferenceswillnotbeacceptedfrom relativesorpeoplewritingsolelyinthecapacityof friends. Please try and include an email address

**Name:**

**Address:****Postcode:**

**TelephoneNumber:**

**Email:**

**RelationshiptoYou:**

**Name:**

**Address:****Postcode:**

**TelephoneNumber:**

**Email:**

**RelationshiptoYou:**

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**12. OTHERRELEVANTINFORMATIONINSUPPORTOFYOUR**

 **APPLICATION** *(Nomorethan3sidesof A4paperintotal)*

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**13. CONSENT,DISCLOSUREAND CONFIRMATION**

**Consent**

Theinformationcollectedonthisformandotherinformationwhichconstitutesyourpersonnelrecordwillbeusedin compliancewiththeDataProtectionAct1998.Theinformationisbeingcollectedforthepurposeofadministering the employmentandtrainingof employees.

Theinformationmaybedisclosed,asappropriate,withintheCityCouncil,togovernorsofschools,toOccupational Healthandtootherrelevantpublicandstatutory bodies.Youshouldalsonotethatbecausewehaveadutytoprotect thepublicfundswehandle,wemightneed tousetheinformationyouhaveprovidedonthisformtopreventanddetect fraud.Wemayalsosharethisinformationforthe samepurposeswithotherorganisations,whichhandlepublicfunds.

I consent to my employer recording and processing the information detailed in this application form. I understandthatthisinformationmaybeusedbymyemployerinpursuanceofitsbusinesspurposesandmy consentis conditionaluponmyemployercomplyingwiththeirobligationsundertheDataProtectionAct1998.

Applicationformsof unsuccessfulcandidateswillbedestroyedaftersixmonthsfollowinganappointmenttothejob.

**Disclosure**

UndertheRehabilitationofOffendersAct1974(exceptions)Order1975youmustdisclose allcautionsandconvictions eveniftheyarespent,unlesstheyareprotectedcautionsandconvictions.

Protectedcautionsandconvictionsarenotsubjecttodisclosuretoemployersandcannotbetakenintoaccount. GuidanceandcriteriaonthefilteringofcautionsandconvictionscanbefoundattheDisclosureandBarringService website–<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Ifyoudo haveanyconvictions,cautions,reprimandsorwarnings;beforesigningthis sectionoftheapplicationform,you mustcheckthefilteringrulesto determineifyoushoulddeclarethemoriftheyarenow‘protected’andnolongerrequire disclosure.

**Failuretodiscloseanypreviousconvictions,cautions,warnings,reprimandsorbind-oversthatarenot protectedcouldresultindismissalshoulditbesubsequentlydiscovered.**

Havingacriminalconvictionwillnotnecessarilybaryoufrom employment.Anyinformationgiven,either whenreturning thisapplicationform oratinterviewwillbeentirelyconfidentialandwillbeconsideredonlyinrelationtothisapplication.

**Please tick one of the following statements:**

Iconfirmthat**IhaveNOcriminalconvictions,**cautions,warnings,reprimandsorbind-overs; not barred ordisqualified from workingwithchildren.**☐**

Iconfirmthat**Idohavecriminalconvictions,**cautions,warnings,reprimandsorbind-overs; or are barred or disqualified from workingwithchildren. I enclosefulldetailsin asealedenvelopemarked‘PrivateandConfidential’. **☐**

**Confirmation**

Iherebycertifythatalltheinformationgivenonthisformiscorrectandthatallquestionsrelatedtomehavebeen accuratelyandfullyanswered,andthatIaminpossessionof thecertificatesIclaimtohold.Iunderstandthatshouldthe informationgiveninthisapplicationbeincorrectitmayresultinmyapplicationbeingrejected,orifselectedforthe position,summarydismissal,andpossiblereferraltothepolice.

Ifyouaremaking yourapplicationin Brailleoronaudiotape youmustdeclarethatyouhavereadandunderstoodthis sectionandthatthe informationyouhavegivenis trueandcorrectatthetimeof completion.Youmayalsoberequired tosignadeclarationtothis effectatalaterdate.

**Signature:**

**Date:**

**PrintName:**

**14. RETURNADDRESS**

**Pleasereturnto:**

**ForSchoolUseOnly:**

Pleaseensurethatcompletedapplicationsforsuccessfulcandidatesarereturnedviathenewstarterformonthe

SchoolsHRPortal.