



Some schools are excluded as commitment is on an individual basis



Application Form

for

Associate/Support Staff

APPLYING FOR A JOB - IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form, as this is essential for the Penwortham Priory Academy to determine whether its Equal Opportunities Policy is working with regard to employment.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Penwortham Priory Academy does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

The Equality Act 2010 defines a disabled person as:

(Relevant to question 10 and question 6 of the Monitoring Job Applicants Form) 'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.' Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement.

APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form:

Post applied for:	The full job title should be completed and the relevant School shown.
Name and Address:	Make sure that your full name (including any previous names), address and telephone number are legibly written.
Present Appointment and Previous Employment	Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.
Education and Professional Qualifications:	Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained.



Penwortham Priory Academy as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, or religion or belief, unless this can be objectively justified.

Please read the accompanying note 'How to complete the Application Form' before completing this form

Application for the post of

School/Service Grade

To be returned by

PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS

1. Personal

Title Forename Surname

Previous name(s)

Home Address

Postcode

Telephone Number(s) Home Preferred Mobile Preferred Work Preferred
Please indicate a preferred Method of contact.

May we contact you at work? Yes No

Email address

If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.

National Insurance number

2. Present Position

Present post/job title

Name and address of present employer

.....

Date appointed Salary/grade Notice period

Previous employment and voluntary experience
(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER

INFORMATION PLEASE ATTACH A SEPARATE SHEET

3. Education (details of Secondary Schools, Colleges, Universities and Professional Education)

Schools/Colleges/Universities and Professional Education (including start and end dates)	*Qualifications obtained (including Awarding Body, grades and dates)

**Certificates for qualifications shown as essential will be checked at interview*

Current course of study (if any) and the date you expect to complete it

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.)

Membership of professional bodies

4. Experience or achievements

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.

Also include any appropriate voluntary and other interests (membership of relevant societies etc.)

Please use an additional sheet if necessary

DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET

5. Disclosure of Criminal Background			
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)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>(Click as appropriate)</i>
If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked confidential and take along to interview if successful.			
<p>You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.</p> <p>Please note the amendments to the Exceptions Order 1975 (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 web site.</p> <p>If this post involves working with children or vulnerable adults I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.</p>			
Signed:		Date:	

6. Do you hold a current full driving licence for a car (or other relevant vehicle)? <i>(Click as appropriate)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not required for post
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7. Do you consider yourself to have a disability? For a definition, see our advice note 'How to complete the application form'.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>(Click as appropriate)</i>
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8. Canvassing directly or indirectly will disqualify candidates. Please state whether you are related to or have a close relationship with any existing employee or employer (including governors)
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9. By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.
I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am not appointed, may be liable to summary dismissal with possible referral to the police
Signed:
Date:

Details of Referees

Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. **Please refer to the guidelines for advice on appropriate referees.**

Penwortham Priory Academy reserves the right to seek any further references deemed appropriate.

1	2
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.....
.....
Postcode Telephone No.	Postcode Telephone No.
Email address	Email address
.....
Relationship	Relationship
.....

When completed this form should be sent to Mrs S Spencer at s.spencer@priory.lancs.sch.uk or posted to:

Sue Spencer
PA to Headteacher
Penwortham Priory Academy
Crow Hills Road
Penwortham
Preston PR1 0JE

Recruitment Monitoring in Employment

MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

Details of the job you have applied for

Name of School/Service: Job title:

Job Ref: Grade:
(if known)

1. Name (in block capitals)

2. I am:
(Please check the appropriate box)

MALE	FEMALE
<input type="checkbox"/>	<input type="checkbox"/>

3. I consider my marital status to be
Please note: If you are widowed or divorced and you live alone, please check 'single'.

Single	Married
<input type="checkbox"/>	<input type="checkbox"/>

4. Date of Birth

5. Please check the box which best describes your ethnic/cultural/racial origin

(O) White British

(9) White Irish

(H) Any other White background
(please type in)

(J) Mixed White and Black Caribbean

(K) Mixed White and Black African

(L) Mixed White and Asian

(M) Any other Mixed background
(please type in)

(4) Asian or Asian British Indian

(5) Asian or Asian British Pakistani

(6) Asian or Asian British Bangladeshi

(8) Any other Asian or Asian British background
(please type in)

(1) Black or Black British Caribbean

(2) Black or Black British African

(N) Any other Black or Black British background
(please type in)

(7) Chinese

(A) Any other ethnic group
(please type in)

6. Do you consider yourself to have a disability or to be a deaf person?
(Please see the definition of disability in the advice note 'How to complete the application form'.)

YES
 NO

7. How did you find out about this job?
(Please check the appropriate box)

Internal circular	Job centre
<input type="checkbox"/>	<input type="checkbox"/>

Newspaper/journal (please say which)	Internet (please say which site or other source...)
<input type="checkbox"/>	<input type="checkbox"/>

**Thank you for your assistance.
Your co-operation will help promote equality of opportunity**

DATA PROTECTION ACT

The information you supply about yourself as part of the application procedure is handled according to the requirements specified in data protection legislation. This includes the Data Protection Act 2018 and the General Data Protection Regulation.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then confidentially destroyed. Equal Opportunities information is anonymised and then used for statistical monitoring purposes.

The Penwortham Priory Academy contact for data protection matters is:

Cheryl Barker, Data Protection Officer
Penwortham Priory Academy
Crow Hills Road
Penwortham
Preston
PR1 0JE

FINAL CHECKLIST

Please ensure that you have:

- filled in all relevant parts of the form
- signed and dated the form
- completed the monitoring form (**this is essential if your application is to be considered**)
- read and understood the Data Protection details above