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| **Support Staff application form** |
| **This form should be completed in full.** Your application will be judged solely on the information provided **in accordance with the person specification.**CV’s will not be accepted on their own, should there be insufficient space for your employment history or qualifications please include a supplementary sheet. |
| More detailed information about the School’s handling of your personal data can be found in its privacy notice available on the school website or available on request. Additionally, Southampton City Council’s Privacy Policy can be found on line at (<http://www.southampton.gov.uk/privacy> |
| Application details |
| Job applied for: |       |
| Job ref no: | na |
| Application date: | Click or tap to enter a date. |
| Personal details |
| Title: |       |
| Forename: |       |
| Surname/Family name: |       |
| Preferred name: |       |
| Middle name: |       |
| Any former name(s) used: |       |
| National insurance no.: |       |
| Contact details |
| House number/name and street: |       |
| Address line 2: |       |
| Address line 3: |       |
| Town/city: |       |
| County: |       |
| Post code: |       |
| Preferred contact number(including area code): |       |
| Other telephone number: |       |
| Email: |       |
| Current employment |
| Employer’s name and type of business: |       |
| Job title: |       |
| Date appointed: | Click or tap to enter a date. |
| Please provide details of notice period i.e., 4 weeks: |       |
| Available date if appointed to this post: | Click or tap to enter a date. |
| Current gross salary: |       |
| Reason for leaving: |       |

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| Name and address of Employer | Contact number and email | Job title | Duties | Reason for leaving | Length of employment From-To (MM/YY) |
|       |       |       |       |       |       |       |
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| Additional Information |
| Do you currently have any job or business interests which you intend to continue should you be successful? | Yes [ ]  | No [ ]  |
| Please state the nature of this job or business and the extent of your involvement (e.g., actively involved, non-executive director) and include hours spent on it: |       |
| Education, qualification, training and development |
| Details of courses studied and not successfully completed must also be given |
| School, college,university or organization | From-To (DD/MM/YY) | Subject and qualification | Awarding body and grade | Date awarded |
|       |       |       |       |       | Click or tap to enter a date. |
|       |       |       |       |       | Click or tap to enter a date. |
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| Personal statement |
| Please summarise your personal qualities and experience and how they meet the requirements of the post and the person specification. This could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g., governor, playgroup leader, committee member of a club or organisation. If you have had a break from paid work, it is important to include details of any voluntary work you undertook during this time. (This is limited to 2 pages of A4) |
| **Statement in support of application**      |

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| Personal statement continued….       |
| Referee details |
| Where possible references will be sought for short listed candidates prior to interview, please ensure your referees are aware. One reference must be from your current manager or if you are not currently employed your most recent employer. Current or previous employers will be asked about disciplinary offences relating to children including penalties which are “time expired” and any child protection concerns. |
| Title: |       |
| Surname: |       |
| Forename: |       |
| Job position/title: |       |
| Full address: |       |
| Postcode: |       |
| Telephone: |       |
| Mobile: |       |
| Email: |       |
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| Title: |       |
| Surname: |       |
| Forename: |       |
| Job position/title: |       |
| Full address: |       |
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| Telephone: |       |
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| Email: |       |

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| Supplementary information |
| Is anyone in your family orhousehold an employee, school governor or Councillor within the School or Local Authority? | Yes [ ]  | No [ ]  |
| If yes, please provide details: |       |
| Would you require sponsorship (previously a work permit)? | Yes [ ]  | No [ ]  |
| If yes, please provide details: |       |
| How did you find out about this post? |       |
| Additional information |
| If your application is successful, prior to taking up your post, you will be required to undergo a formal disclosure process through the Disclosure and Barring Service. This will require you to complete a separate DBS form and provide a range of documentary evidence as proof of your identity.Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.It is a criminal offence to apply or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.Criminal records certificates will only be issued directly to the applicant. We will request that you show us your certificate so that we can record the disclosure number and issue date and retain this on your personnel file and our computerised personnel record system in accordance with the General Data Protection Regulations. We abide by the DBS code of practice and Keeping Children Safe in Education which state that a copy of the DBS disclosure certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months. |
| I can confirm that I have read and understood the above information. Selecting the box acts as a signature. | [ ]  |

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| Declaration |
| I understand that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children. I confirm that the information provided through this document is accurate to the best of my knowledge. I understand that if this is found not to be the case then this may be reported to the police and the application may not be progressed and any offer of employment may be withdrawn. The information contained in this document will be held on a computer database and may be used by the employer for statistical purposes in accordance with data protection legislation, which includes the General Data Protection Regulation ((regulation (EU) 2016/679), the law enforcement directive (directive (EU) 2016/680), the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy. It may also be used for the prevention and detection of fraud and crime.We will keep your personal information for 9 months following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successful. |
| Signature of Candidate |  | Date: | Click or tap to enter a date. |

**What next?** – email this form to <insert email/address>