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**TOR VIEW SCHOOL (THE SEA VIEW TRUST)**

**SUPPORT STAFF APPLICATION FORM**

Thank you for considering a post here at Tor View School. Attached is an application form, please read the notes below and complete the application form in full before returning to the school.

#### COMPLETING AND SUBMITTING YOUR APPLICATION FORM

* Applications will be accepted only on the attached form and continuation sheets (if required)
* Please ensure that the form is completed in black ink or type
* Before you start to complete the application you should read the Job Description and Person Specification carefully to ensure that your are suitably qualified to apply; you must then address how you meet the specified criteria in your letter of application and on the form
* **Applications will only be accepted up until the closing date and time, as stated on the advert**
* Applications to be returned to the School Business Manager
	+ **By email: recruitment@theviewtrust.org**
	+ **By post: School Business Manager**

Tor View School

Clod Lane

Haslingden

BB4 6LR

Please note: We do not routinely send out letters of acknowledgement when we receive application forms, you will instead be contact by email following the shortlisting process.

**TOR VIEW SCHOOL (THE SEA VIEW TRUST)**

**SUPPORT STAFF APPLICATION FORM**

**Please do NOT type in the shaded areas.**

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| Application for the post of: |  |

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| **Personal Details** |
| Surname |  | Mr / Mrs / Ms / other |
| Forename(s) |  | Date of Birth: |  |
| Address |  |
| Postcode |  |
| Telephone (Home) |  | (Work) |  |
| Telephone (Mobile) |  |
| Email Address |  |
| Driving licence | Yes/ No (delete as appropriate) |
| National Insurance No |  |  |  |  |  |  |  |  |  |  |
| Teacher Reference No |  |  | / |  |  |  |  |  |  | All applicants **MUST** declare their Teacher Reference number if one is held |

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| **Employment History** (Present/ Last Employer) |
| Employer's name / address |  |
| Job Title |  |
| Date appointed |  |
| Salary/Wage |  |
| Notice period required |  |
| Date Left (if applicable) |  |
| Reason(s) for leaving |  |
| **Previous Employment**Please detail below all your other jobs since leaving school/college/university, including those overseas, with the most recent first. **Please account for all gaps or breaks in service**. Add more rows if required. |
| Employer's name/ address | From | To | Job Title | Reason for Leaving |
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| **Education**Secondary Education and Colleges attended |
| Name of School / College | From | To | Subject | Qualification obtained |
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| **Further Qualifications, Training and Professional Education**The Person Specification for the job will detail which qualifications are essential and desirable. Please list your relevant qualifications, in date order, with the most recent first and add more rows if required. Please note:* You will only be considered for shortlisting if you hold essential qualifications as detailed for the role
* If shortlisted, you will be required to produce proof of your qualifications at interview
* Any relevant National Vocational Qualifications and Apprenticeships should be included in this section.
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| Subject or Title of Qualification Course | Qualification Obtained | Year Awarded |
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| **Non-Qualification Training Courses** |
| Title of Course | Date Completed | Length  | Organising Body |
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| **Membership of Relevant Professional Bodies or Organisations** |
| Body | Status of Membership | Membership by Exam? Yes/No |
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| **Unpaid/Voluntary Experience** The skills and experience set out in the person specification do not necessarily have to be gained through paid work experience. It is therefore important that you tell us about any other experience relevant to the job (e.g. voluntary work, unpaid work). Please add more rows if needed. |
| Organisation | Dates from / to | Experience Gained | Hours per week |
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| Relevant Skills, Knowledge, Experience and AchievementsPlease give a concise account of relevant experience, current duties and achievements in support of this application. You must include all those which relate to the list of essential criteria and skills for the post (as set out in the Employee Specification) and reference how you meet the requirements. Please be advised that you will only be considered for interview if you clearly demonstrate how you meet all of the essential criteria.In support of your application, you should also include any appropriate voluntary work and other interests (hobbies, sports, memberships of societies etc). |
| *Please continue on a separate sheet if necessary. Please state if you are using additional sheets of paper.* |
| ReferencesPlease give the names of two persons who are able to comment on your suitability for this post. One **must** be from your present or most recent employer and both must be professional rather than personal references. Please also note:* If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children
* References will not be accepted from relatives or those writing solely in the capacity of “friends”
* The View Trust reserves the right to seek additional references as deemed appropriate
* If you are shortlisted, references will be sought prior to interview
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| Name & Address **(IN FULL)** |  |
| Occupation |  |
| How are they known to you? |  |
| Daytime Phone Number: |  | Email address: |  |

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| --- | --- |
| Name & Address **(IN FULL)**: |  |
| Occupation |  |
| How are they known to you?  |  |
| Daytime Phone Number: |  | Email address: |  |

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| **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 (Amended) 2013?  | Yes |  | No |  |
| 1. Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer “no” to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions order to this Act excludes certain types of employment, those which involve contact with vulnerable or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a “regulated post for employment”, please refer to the criminal records disclosure requirements.
2. If yes to the above question, please provide full details in an enveloped marked **Private and Confidential, for the attention of the Chair of the Appointing Panel**, returning this with a hard copy of your application form
 |
| I certify that I am not included on the List 99, that I have not been disqualified from working with children and/or vulnerable adults and am not subject to any sanctions imposed by a regulatory body. |
| Signed |  | Date |  |
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| **Self- disclosure declaration**  |
| Have you ever been dismissed from any employment? | Yes |  | No |  |
| If yes, please provide further information including dates |  |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? | Yes |  | No |  |
| If yes, please provide further information including dates |  |

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| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | Yes |  | No |  |
| If yes, please provide further information including dates |  |

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| How did you find out about this vacancy?(e.g web site, social media, other – please specify) |
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| **Confirmation of Declaration (tick box below)** |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.  |
|  | In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.  |
| * I certify that, to the best of my knowledge, all the information I have given on this form is correct
* I understand all the questions on the form and the requirements of the role for which I am applying
* I am not subject to any controls or restrictions that prohibit my undertaking work in the UK
* I understand that:
	1. Under the Rehabilitation of Offenders Act I have been asked to declare in writing whether I have been convicted of any offences in a Court of Law and, if so, to provide details of the offence(s). Such information will be retained in the strictest confidence and will only be considered by the Char of the Appointing Panel should an offer of employment be made. Failure to disclose such convictions may result in dismissal or disciplinary action as appropriate.
	2. Under legislation for the Protection of Children and Vulnerable Adults, if successful, I agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record. I understand that a criminal record will not necessarily preclude me from employment with The View Trust but this will be dependent upon the nature of the offence.
	3. In accordance with the Data Protection Act, the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful. If I am not appointed to this post, I understand that these details will be kept on file for six months and then destroyed in the appropriate manner.
	4. Providing false information is an offence and could result in my application being rejected or, if selected, summary dismissal and possible referral to the police.
 |
| **Signed:** *(If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.)* |
| **Date:** |