SR02C1 APPLICATION FORM – SUPPORT STAFF BLANK

DBS Safeguarding Application Form - Support Staff

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Vacancy Details	
Job Title:	
Vacancy Reference:	
Base/Location:	
Where did you hear about this vacancy?	

Section A

Personal Details	
Title:	
Surname:	
First Name:	
Middle Name(s):	
Previous Name(s):	
Address:	
Town:	
Postcode:	
County:	
Contact Number:	
E-mail address:	
NI Number:	
Date of Birth:	

Additional Applicant Information	
Have you previously been employed by Wigan Council or a school or academy in Wigan?	Yes/No Date from: Date to:
Do you have a personal or business relationship with anyone from the council/school/academy or its partner organisations which could lead to a potential conflict of interest?	Yes/No

Have you left this or any other local government employment under the	Yes/No, If yes please provide details

following schemes: voluntary early retirement, voluntary severance or redundancy?	

Dismissal
Have you ever been dismissed from employment for any reason other than redundancy? Yes/ No If Yes, please give details below:

Rehabilitation of Offenders Act			
This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act. You must therefore respond to the question below – failure to disclose such information could result in dismissal but will not necessarily be a bar to employment with us. If you require guidance on how to answer this question, please use the *Contact Us* link on the candidate home page. 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 you answered yes to the above please give details below:			
Type e.g. conviction	**Offence detail**	**Date of Offence**	**Disposal**

Section B - Employment History

This section gives us an idea of the types of roles you have done before. Please list all jobs in date order starting with the most recent and working backward to date of leaving full time education. If there are any periods of time that you were not employed, please also include those - for example you may have been travelling, seeking work, bringing up a family or in higher education. You should include voluntary work in this section, too. **Please make sure that there are no gaps in the dates.**

If you are completing this application as a word document or paper application you will need to insert additional pages to cover all of employment history.

Employment History	
Current/most recent employer:	
Employer address:	

Job title:	
Salary:	
Date from:	
Date to:	
Notice period:	
Reason for leaving:	
Brief details of duties:	

Previous employer:	
Employer address:	
Job title:	
Date from:	
Date to:	
Reason for leaving:	

Section C - References

Please provide details of two people who can provide a reference for you and who can confirm your suitability for the role in question. If you have not previously been employed you can provide a personal reference, or if you have recently left education, details of your Headteacher/Tutor will be acceptable. Please note that we are unable to take references from someone who only knows you as a friend, or is a family member. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. If you are applying for a post working with children, one reference must be from an organisation where you held a similar role, even if this was in a voluntary capacity.

Please note that references will be taken up prior to interview. E-mail addresses for referees are mandatory and applications without e-mail addresses will not be considered.

I consent to the school obtaining references from the referees named in this application.

References	
Current/most recent employer:	
Referee name:	
Job title:	
Organisation address:	
Postcode:	
E-mail address:	

Telephone contact:	
Relationship to you:	

Previous employer:	
Referee name:	
Job title:	
Organisation address:	
Postcode:	
E-mail address:	
Telephone contact:	
Relationship to you:	

Section D - Education & Training

This section is used to detail your education and training history. Please also include here details of any short courses you have undertaken which are relevant to this application and also provide details of any professional bodies of which you are a member. If there are essential qualifications on the person specification, it's important that you include them here.

For school based positions please include qualifications obtained from secondary school onwards.

If you are completing this application as a word document or paper application you will need to insert additional pages to cover all of your education and training.

Education & Training	
Qualification/Course:	
Grade:	
Where obtained:	
When obtained:	

Membership of Professional Bodies	
Professional Body:	
Level of membership:	
Date of membership:	

Section E - Knowledge and Experience

This is the really important part of your application as it's where you can tell us what you can do and how we decide if we think you could have the necessary skills to undertake the role. Have a good read through the job summary or job description and person specification and think about the roles you have undertaken before and how your skills, knowledge and experience match what we are looking for. You should give examples that match the requirements on the job summary or job description and person specification - these can be from any previous employment, voluntary work or any other transferable life skills. For example, you may have lots of domestic responsibilities or may organise social/community activities in your spare time - it all counts! Try to be as clear and organised in your

responses as possible and talk about *your* specific responsibilities, not those of your section or department.

If you are completing this application as a word document or paper application you will need to insert additional pages to cover all of knowledge and experience.

Section F - Declarations

I can confirm that the information contained in this application is correct and complete to the best of my knowledge. I understand that my application may be rejected or that I may be dismissed from employment without notice for giving false, or withholding, information. I also give my consent to the processing of data contained, or referred to, in this application in

accordance with the Data Protection Act 1998 and any subsequent legislation. Please also refer to the Terms and Conditions and Data Protection statements in the Candidate's portal.

This post involves regulated activity with children. Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for a person who is barred from engaging in regulated activity relating to children to apply for this post. Any applicant who is barred from working with children must not apply.

I understand that the school is committed to safeguarding and promoting the welfare of children and young people. I confirm that there is no reason why I should be unsuitable to work with children and I understand that all appointments are subject to satisfactory safeguarding checks, including references, online searches, DBS and other checks required by Keeping Children Safe in Education.

I understand as part of our safer recruitment procedures and in line with Keeping Children Safe in Education, online searches will be carried out on shortlisted candidates. This information will be considered only where relevant to the individual's suitability to work with children.

Do you know of any reason why you may not be suitable to work with children or vulnerable adults? Yes / No.

If yes, please provide details	

Have you lived or worked outside the UK for three months or more within the last ten years? Yes / No.

If yes, please provide details of the country, dates and employer.	

Signed:	
Date:	

Section G- Equality and Diversity

It is the employer's policy to ensure all appointments are made on merit. The details that you disclose under this section are for monitoring purposes only and to ensure that our recruitment processes remain fair for all applicants. The information you provide will be removed before shortlisting begins and be held in accordance with the Data Protection Act for the purposes of anonymous reporting; this information will also form part of the successful candidate's HR record.

Monitoring Equality & Diversity	
Gender:	
Is your gender the same as at birth?	
Sexual Orientation:	
Religion:	
Ethnic Origin:	
Do you have any caring responsibilities?	

Disability Status	Anyone who is registered as disabled and meets the essential criteria on the person specification is guaranteed an interview. If you are shortlisted for interview, we will ask if you require any adaptations to the interview process.
	Yes, No, Prefer not to say