

All kinds of Birmingham

All kinds of schools/All kinds of futures

SCHOOL SUPPORT STAFF APPLICATION FORM



Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is committed to equal opportunities in employment and positively welcomes your application.

Successful applicants will be required to undertake an enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black font/ink.

It is important that you refer to the **Guidance Notes before completing this form.**

Electronic versions of this form are available at www.birmingham.gov.uk/jobs

This form is also available in large print, Braille or on audio tape on request.

1. VACANCY DETAILS

Position Applied For:

School/Establishment:

2. PERSONAL DETAILS

First Name(s):

Last Name:

Any Previous Name/s:

Address:

Postcode:

Daytime Tel:

Evening Tel:

Mobile Tel No:

Email Address:

Do you have the right to work in the UK?

Yes: ☐ No: ☐

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

National Insurance Number, if you have one:

3. GENERAL INFORMATION

Are you related to or do you have a close relationship with: A Birmingham Councillor; Birmingham School Governor; an employee of the school to which you are applying, or an employee of Birmingham City Council?
Yes: ☐ No: ☐

If yes, please provide details:

Name: Relationship:

Position: Department:

Do you wish to job share the position you are applying for? Yes: ☐ No: ☐

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):

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				

6. TRAINING (Most recent first)

Year	Organising body	Course title	Length of course

7. MEMBERSHIP

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

Name of organisation

Type of membership Date of membership

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			

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):

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)

11. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you 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.

Written references will not be accepted from relatives or people writing solely in the capacity of friends. Please try and include an email address

Name:

Address: Postcode:

Telephone Number:

Email:

Relationship to You:

Name:

Address: Postcode:

Telephone Number:

Email:

Relationship to You:

12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION *(No more than 3 sides of A4 paper in total)*

13. CONSENT, DISCLOSURE AND CONFIRMATION

Consent

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

Disclosure

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Please tick one of the following statements:

I confirm that I have NO criminal convictions, cautions, warnings, reprimands or bind-overs; not barred or disqualified from working with children. ☐

I confirm that I do have criminal convictions, cautions, warnings, reprimands or bind-overs; or are barred or disqualified from working with children. I enclose full details in a sealed envelope marked 'Private and Confidential'. ☐

Confirmation

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

Signature:

Date:

Print Name:

14. RETURN ADDRESS

Please return to:

For School Use Only:

Please ensure that completed applications for successful candidates are returned via the new starter form on the Schools HR Portal.

