

North Kesteven Academy Moor Lane North Hykeham Lincoln LN6 9AG  Headteacher: Mrs J Tunnicliffe	<b>SUPPORT STAFF APPOINTMENT: CONFIDENTIAL</b>
	<b>FOR OFFICIAL USE ONLY</b>
	Interview Date:
	Time:
	Result Notified:

**PLEASE COMPLETE THIS PAGE IN BLACK INK OR TYPESCRIPT USING BLOCK LETTERS.  
NOTE - A CV WILL NOT BE ACCEPTABLE.**

<b>Post applied for:</b>
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<b>PERSONAL DETAILS – Section A</b>	
<b>LAST NAME:</b>	<b>FIRST NAMES:</b>
	<b>MR/MRS/MISS/MS:</b>
<b>ADDRESS:</b>	<b>PREVIOUS NAMES:</b>
	<b>NATIONAL INSURANCE NO:</b>
	<b>CURRENT DRIVING LICENCE:</b>
Post Code:	
<b>Home Telephone:</b>	<b>ANY MOTORING OFFENCES:</b>
<b>Mobile Number:</b>	<b>Work Telephone: (if we may contact you here)</b>
<b>Email Address:</b>	

<b>PRESENT/MOST RECENT POSITION – Section B</b>	
<b>JOB TITLE:</b>	<b>EMPLOYER:</b>
<b>DATE OF EMPLOYMENT:</b>	<b>FULL TIME/PART TIME:</b>
<b>CURRENT SALARY:</b>	<b>NOTICE PERIOD REQUIRED:</b>
<b>GRADE/SPINAL POINT:</b>	

<b>OUTLINE MAIN DUTIES</b>

EDUCATION AND TRAINING – Section C			
SECONDARY	DATES		QUALIFICATIONS ACHIEVED
Schools attended since age of 11:	From:	To:	

Higher/Further Education			
Name of Colleges/ Universities	DATES		QUALIFICATIONS ACHIEVED
	From:	To:	

Relevant other training attended in the last 3 years:				
Institute:	Course:	Qualification/Level achieved:	Dates:	
			From:	To:

Membership of Professional Bodies			
Professional Body:	Membership status:	Was membership gained through examination?	Date:

**ALL PREVIOUS EMPLOYMENT – Section D (Please list in chronological order beginning with the most recent):**

Employer	Job Title	Dates	Gross Salary/ Grade	Main Duties	Reason for leaving

**Medical information – Section E**

**Note: The successful candidate will complete a Health History form and may be asked to attend a medical examination.**

Applications from candidates with disabilities are welcomed and the School will make every effort to ensure a fair selection process.

Do you consider that you have a disability?

Yes

No

If yes please give details:

Do you have any special requirements in relation to your interview arrangements?

Yes

No

If yes please give details:

If you consider that you have a disability, please describe below any reasonable adjustments which you feel should be made to the job itself which, if you were appointed, would enable you to carry out the job duties.

**CRIMINAL OFFENCES INCLUDING CAUTIONS AT ANY TIME – Section F**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(ii) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and, in the event of employment, **any failure to disclose such information could result in dismissal or disciplinary action by the School.**

<b>OTHER COMMITMENTS – Section G</b>			
Do you have armed service/public duty commitments? (e.g. are you a member of the TA/ a JP/a Councillor, etc.)			

<b>General – Section H</b>				
Have you made an application to this school before?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details:				

Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please state what documentation you can provide to demonstrate this, e.g. British passport/Certificate of Good Conduct. Please ensure this documentation is available to the School if requested.				

<b>Referees – Section I</b>	
<b>(References will normally be taken up from your present/last employer and <u>may be called for prior to interview</u>, if you are shortlisted).</b>	
<b>Current or most recent Employer:</b>	<b>Last Employer:</b>
1. Name: (Must NOT be a relative)	2. Name: (Must NOT be a relative)
Address:	Address:
Tel No: (inc area code) <b>must NOT be mobile:</b>	Tel No: (inc area code) <b>must NOT be mobile:</b>
Status:	Status:

<b>ARE YOU TO YOUR KNOWLEDGE, RELATED TO ANY EMPLOYEE(S) OR GOVERNOR(S) AT THE SCHOOL?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes please give details including name(s), position(s) and relationship(s).				

**Please complete this section to demonstrate how you meet the person specification for the post for which you are applying. A job description and person specification for the post may be found in the application pack on the school's website.**

#### **DATA PROTECTION STATEMENT**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

**DECLARATION:**

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true.

I understand that any false declaration or misleading statement or a significant omission or canvassing governors or staff directly or indirectly may disqualify me from employment and render me liable to dismissal with or without notice.

I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the school believes it appropriate) a medical report, all of which must be deemed by the school as satisfactory.

**Signature of Applicant:**

**Date:**

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**North Kesteven Academy is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment.  
The successful applicant will be subject to an enhanced DBS disclosure.**

# EQUAL OPPORTUNITY POLICY

North Kesteven Academy is an Equal Opportunity employer. We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. The School operates a policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help the School monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below.

This information is confidential and does not form part of your application. This slip will be detached from your application form when it is received and the information will not be taken into account when making the appointment.

Post Title: ..... Date of Birth: .....

Surname: ..... Title: ..... N.I.Number: .....

Forename(s): ..... Marital Status: .....

All previous Surnames/Maiden Names: .....

## 1. Gender

Are you: Male  Female

Please state where you learned of this vacancy: .....

2. Nationality: .....

## 3. Ethnic Origin

To which of these groups do you consider you belong? (Please tick one only)

### White

White British  White Irish

Any other white background, please specify: .....

### Mixed

White and Black Caribbean  White and Black African

White and Asian

Any other Mixed background, please specify:

.....

### Black or Black British

Caribbean  African

Any other Black background, specify: .....

### Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please specify: .....

**Chinese or other ethnic group**

Chinese

Any other, please specify: .....

**4. Disability**

**DISABILITY DEFINITION**

*The Equality Act 2010 states: 'a person (P) has a disability if...P has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities'.*

Do you consider yourself to have a disability within the meaning of the Equality Act 2010?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please state nature of disability:

**5. Religious Belief and Sexual Orientation**

If you wish you may disclose information about yourself in this section:

Religion:

Sexual orientation:

*Please continue overleaf if necessary, stating title heading.*

Signature: .....

Date: .....

Thank you for your co-operation

(CRE Classification adopted March 2007)