



SUPPORT STAFF APPLICATION FORM

This Local Authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment

Vacancy Details	
Job Title:	
Job reference number:	
Advertising origin	
Where did you hear about this vacancy?	

It is the Council’s policy to ensure that all appointments are made on merit. **This form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel.** In order to monitor the effectiveness and success of this policy it would be helpful to us if you provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

Personal Details	
Title:	
First name(s):	
Last name:	
Known as:	
Date of Birth:	
Address:	
Postcode:	
Contact Number:	
Email address:	
National Insurance Number:	



MONITORING EQUALITY AND DIVERSITY

Gender

Male Female

Is your gender identity the same as the gender you were assigned at birth?

Yes No

Ethnic Origin

White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Traveller of Irish Heritage	<input type="checkbox"/>
	Gypsy/Roma	<input type="checkbox"/>
	Polish	<input type="checkbox"/>
	Other White European	<input type="checkbox"/>
	Other White	<input type="checkbox"/>
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Indian	<input type="checkbox"/>
	White and Pakistani	<input type="checkbox"/>
	White and Bangladeshi	<input type="checkbox"/>
	Other mixed	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Kashmiri	<input type="checkbox"/>
	Other Asian	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	British	<input type="checkbox"/>
	Somali	<input type="checkbox"/>
	Other black	<input type="checkbox"/>
Chinese or other	Chinese	<input type="checkbox"/>
	Other ethnic group	<input type="checkbox"/>
	Unknown	<input type="checkbox"/>



Religion/Belief			
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Other	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	No Religion	<input type="checkbox"/>

Sexual Orientation			
Bisexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Heterosexual/Straight	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>

Caring Responsibilities			
Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please indicate who you provide such care for?			
Adults (18 over)	<input type="checkbox"/>	Children	<input type="checkbox"/>

OTHER APPLICANT DETAILS



Are you currently, or have you previously been employed by this organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide dates from and to and reasons for leaving (if applicable):	Date from:	
	Date to:	
	Reason for leaving (if applicable):	

Are you related to a Councillor, Governor or senior officer of this organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:	Name:	
	Relationship to you:	

Dismissed
Have you ever been dismissed from any employment for any reasons other than redundancy? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please give details, including dates, reasons and employer.

DECLARATIONS
I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.
I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge
I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.
YES <input type="checkbox"/> NO <input type="checkbox"/>

REHABILITATION OF OFFENDERS

This post involves working with children, young people, vulnerable adults or is a position of trust. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are



'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website (www.gov.uk/dbs). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Declaration	
Have you at any time received a caution or conviction that is not 'protected'?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please state;

Do you have any previous offences? If so please give details

Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence/s	Date of Offence/s	Disposal (if known)



Disability

The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)

Do you consider yourself to be disabled according to this definition?

Yes No

This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please specify any arrangements we can make to assist you if you are invited for interview/assessment.



EMPLOYMENT HISTORY

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

Employment Experience	
Name of current/most recent employer:	
Job Title:	
Address:	
Postcode:	
Salary and benefits:	
Date from (dd/mm/yyyy):	
Date to (dd/mm/yyyy) (if applicable):	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	



Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history.

Previous Employment Experience						
Name of previous employers	Job Title	Address	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy) (if applicable)	Reason for leaving	Please provide brief details of duties and responsibilities

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.



EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

EDUCATION			
Qualifications	Grade	Where Obtained	When Obtained

MEMBERSHIP OF PROFESSIONAL BODIES			
Professional Body	Level & method of membership	Membership Number	Date of Membership

TRAINING / DEVELOPMENT		
Subject	Provider	Date Attended



SUPPORTING INFORMATION

Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Always remember to specify your responsibilities rather than those of your section or department**

[Empty box for providing skills, knowledge and experience]



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HR Shared Service Centre

Support Staff Application Form



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REFERENCES

Please give details of two referees, one of which must be from your current/last line manager. The second referee should also be from a previous employer. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. References may be taken up prior to interview with your consent.

Current or most recent employer

Please tick this box if you do not want this referee to be contacted prior to interview

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Relationship to you:	

Previous Employer

Please tick this box if you do not want this referee to be contacted prior to interview

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Relationship to you:	

Disclosure

HR Shared Service Centre

Support Staff Application Form



In line with the **GDPR**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the GDPR and subsequent legislation.

Signed:

Date: