

**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**](http://www.birmingham.gov.uk/jobs)

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

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1. **VACANCY DETAILS**

Position Applied For:           

School/Establishment:

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**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:**

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**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:☐

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**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):**

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**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 |  |  |  |  |
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**6. TRAINING (Most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
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**7. MEMBERSHIP**

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

**Name of organisation**

**Type of membership       Date of membership**

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**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 |
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**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):**

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**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)

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**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 include an email address and you should contact your referees to let them know they may be required to provide a reference.

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**\*Are we able to approach this referee?**

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**\*Are we able to approach this referee?**

\*To comply with [**Keeping Children Safe in Education**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)**,** we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.

Please advise if you do not want us to take up references at this stage and provide reasons.

**12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR**

**APPLICATION**

*(Here, you should detail how your knowledge, skills and abilities match those set out in the job description and person specification. No more than 3 sides of A4 paper in total)*

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**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 2018. 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 2018..

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: vacancy@grove.bham.sch.uk**

**For School Use Only:**

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

Schools HR Portal

**Recruitment Monitoring**

|  |  |
| --- | --- |
| Name | Job Title |
| Job Reference Number | Are you currently unemployed Yes /No |
| Currently employed by Birmingham City Council Yes/ No | If yes state if you are employed on fixed term, casual or permanent basis\* delete as applicable |

Birmingham City Council may use information about your ethnic background, first language, gender, sexual orientation and age (“equalities data”) for the purposes of compiling statistical data about the population of the city at large and the take up of council services by various groups, both to assist in complying with their legal obligations and to assist the council in the effective planning and provision of future services.

Such statistical data or statistical analysis will not allow the identification of any specific individual nor will it have any impact on any individual’s entitlement to council services and facilities. Completion of this form is not compulsory.

**To help us monitor our Equal Opportunities in Employment Policy please complete the following boxes as appropriate.**

1. **Which age group applies to you?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **17-19** | **20-24** | **25-29** | **30-34** | **35-39** |
| **40-44** | **45-49** | **50-54** | **55-59** | **60-64** |
| **65-69** | **70-74** | **75-79** | **80-84** | **85+** |

1. **Gender**

Female  Male

1. **Disability**

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12mths or more? Yes  No

If yes, do any of these conditions or illnesses affect you in any of the following areas? (more than one answer is acceptable)

Vision (eg. Blindness or partial sighted)

Hearing (eg. Deafness or partial hearing)

Mobility (e.g. walking short distances or climbing stairs)

Dexterity (e.g. lifting and carrying objects)

Learning, understanding or concentration

Memory

Mental Health

Stamina or breathing or fatigue

Socially or behaviourally (e.g. associated with autism, attention deficit disorder or Asperger’s syndrome)

Other  Please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Ethnic Origin**

**White**

English/ Welsh/Scottish/ Northern Irish/British

Irish  Gypsy or Irish Traveller  Polish

Baltic States  Jewish

Other white European (including Mixed European)

Any other White background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed/ multiple ethnic groups**

White and Black Caribbean/ African

White and Asian

Any other Mixed background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian /Asian British**

Afghani  Bangladeshi  British Asian  Chinese

Filipino  Indian Sikh  Indian Other  Kashmiri

Pakistani  Sri Lankan  Vietnamese

Any other Asian background  \_\_\_\_\_\_\_\_\_\_\_\_

**Black African/ Caribbean/ Black British**

African  Black British  Caribbean

Somali

Any other Black/African/ Caribbean background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E: Other ethnic group**

Arab  Iranian  Kurdish

Yememi  Any other ethnic group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. **Sexual Orientation**

Bisexual  Lesbian or Gay

Heterosexual/ straight  Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say

1. **Religion**

No Religion

Christian

**(including Catholic, C of E, Protestant and all other Christian denominations)**

Buddhish  Hindu  Jewish

Muslim  Sikh

Prefer not to say  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Advertisement**

How did you find out about this job? Please specific the source:

Birmingham City Council website  Internal Birmingham City Council website

Jobsgopublic Website  WM Jobs Website

Website other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media: Twitter  Facebook  Linkedin

Professional Journal  please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birmingham Mail  Other Newspaper

Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Radio  Word of mouth  Job Centre Plus

Career/ Open day  Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Consultant