ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

#### APPLICATION FORM – Support Staff - Schools

|  |  |
| --- | --- |
| Post Applied For |  |
| School |  |
| Closing Date |  |

**Please return your application form direct to the school.** The school does not accept C.V.’s alone, they will only be considered as part of the additional information on a fully completed application form.

### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name\* |  | Forename(s)\* |  |
| Previous Names(s) |  | Title (e.g., Mr, Miss, Mrs, Ms) |  |
| National Insurance Number\* |  | Tel Nos. Home  Work (if convenient)  Mobile |  |
| Home Address\* |  | | |
| Postcode\* |  | | |
| Email Address (please check your spam / junk mailbox) |  |  |  |

**Please answer the following questions:**

Do you have the right to work in the UK? Yes  No

*You will need to provide documentation to support this*

Do you hold a valid full driving licence? Yes  No

Do you own a car? Yes  No

Do you have a car available for business use? Yes  No

Are you related/have any relationship with a Member, member of staff or Governor of the

Council/School? Yes  No

|  |
| --- |
| If YES, please give details: |
|  |

## Canvassing will disqualify candidates

Have you previously been employed by this Council/School? Yes  No

If YES, please give details:

### **EMPLOYMENT DETAILS**

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Tel No |  | | |
| Present post |  | Date appointed |  |
| Current/final salary |  | Notice required |  |
| Reason for leaving/or why looking to leave |  | Date of leaving  (if applicable) |  |
| Brief description of duties and responsibilities | | | |
|  |  | | |

### **PREVIOUS EMPLOYMENT**

Please complete each column and explain any breaks in employment.

Start with your most recent employment and list in descending date order.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** (Day/Month/Year) | | **Brief summary of duties and responsibilities** | **Reason for leaving** |
| **From** | **To** |  |  |
|  |  |  |  |
| **Employer & Address** | |  |  |
|  | |  |  |
| **From** | **To** |  |  |
|  |  |  |  |
| **Employer & Address** | |  |  |
|  | |  |  |
| **From** | **To** |  |  |
|  |  |  |  |
| **Employer & Address** | |  |  |
|  | |  |  |
| **From** | **To** |  |  |
|  |  |  |  |
| **Employer & Address** | |  |  |
|  | |  |  |

Please continue on a separate sheet if necessary

**GAPS IN EMPLOYMENT**

Please ensure that your employment dates above include the day of each month (Day/Month/Year). Please use the box below to explain any gaps between the dates of employment.

|  |
| --- |
|  |

**VOLUNTARY OR UNPAID WORK UNDERTAKEN** **(if any)**

(This may not be connected with the post applied for, but may still be relevant)

|  |
| --- |
|  |

### **Supporting Information**

Please refer to the Person Specification on the job accountabilities when completing this section. Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

|  |
| --- |
|  |

Please continue on a separate sheet if necessary.

**EDUCATION/QUALIFICATIONS/MEMBERSHIP AND TRAINING**

Please give details of any relevant courses, training or qualifications with the establishment and date completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** |  | **Name and address of educational establishment** | **Courses taken, exams passed with dates, and grades obtained** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### **REFERENCES**

Please give at least two referees to whom confidential enquiries will be made. One must be your present or most recent employer. **NB. Referees must not be members of your family, or spouse/partner. No offer of employment will be confirmed without the receipt of two satisfactory references.**

***Generally we take up references prior to interview, unless requested otherwise.***

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Tel No |  | Tel No |  |
| Email |  | Email |  |
| Capacity in which known  (e.g. employer/line  manager) |  | Capacity in which known |  |

May we approach prior to interview? May we approach prior to interview?

Yes No  Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Tel No |  | Tel No |  |
| Email |  | Email |  |
| Capacity in which known  (e.g., employer/line  manager) |  | Capacity in which known |  |

May we approach prior to interview? May we approach prior to interview?

Yes No  Yes  No

* ***The School may wish to make further enquiries of previous employers, in addition to the referees given.***
* ***The School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm***

### **HEALTH RECORD** – All Appointments are subject to medical clearance by the Council’s Occupational Health Provider

###### Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order)

We have a responsibility for and are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. The Council will consider applicants on their merits and in relation to the post for which they are applying. This post is exempt from the Rehabilitation of Offenders Act and successful applicants will be subject to an enhanced DBS disclosure.

Please complete the disclosure of criminal background information requested below. Please refer to the Explanatory note to applicants – DBS checks **(Appendix 1)**

If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the school.

Do you have a DBS certificate issued since 17 June 2013? **Yes/ No**       If yes, please give certificate number

Are you registered with the DBS Update service? **Yes/No**

If yes and your application for this post is successful, do you consent to the Council using the update service to check your DBS status? **Yes/No**

**Under relevant legislation, in answering the following questions you must disclose details of all unspent convictions and conditional cautions and all spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)**

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES / NO**

**If YES, please give details:**

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES / NO**

**If YES, please give details:**

Information about disclosing a criminal background is available from NACRO [Guide for Job Applicants](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Declaration**  The school/council has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form, with information kept by other parts of the school/council and with organisations who use public funds, in order to protect and prevent fraud.  You are required to notify the school of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the school.  By submitting this application, I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018  I declare that the information given on this application form is true in all respects and understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal.     |  |  |  |  | | --- | --- | --- | --- | |  | | | | | Signed |  | Date |  | | *(If you have completed this form electronically, you be asked to sign it if you are invited to interview.)* | | | | |
| **Appendix 1**  **ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**  **Explanatory note to applicants – DBS check**  **1. Introduction**  1.1 The position for which you are applying has been determined by the council as exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013/2020 Order in line with guidance from the Disclosure and Barring Service (DBS). Therefore, you are required to declare any convictions cautions, reprimands, warnings and bind overs that are not protected, i.e., those which have not been filtered. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.  **2. Factors to be considered**  2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.  2.2 The factors to be taken into account are:   * The responsibilities of the position * The nature of the offence(s) * The number and pattern of offences (if there is more than one) * How long ago the offence(s) occurred * The age of the offender when the offence(s) occurred. * Whether or not there have been subsequent offences * The applicants’ circumstances when the offences were committed and their circumstances now. * The relevance of the conviction to the job applied for.   **3. Access to records of criminal convictions**  3.1 In the event of an offer of employment it is a requirement that a DBS check is undertaken. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/> . **If you do not give your permission, it will not be possible to consider your application further.**  3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people, which are maintained by the Department of Health and the Department for Education.  3.3 You will be sent the results of your check by the DBS.  3.4 If the DBS check reveals a conviction, caution, reprimand, warning or bind over which you had failed to declare, this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.  3.5 DBS information will be kept in strict confidence and in accordance with the council’s DBS Secure Storage, Handling, Use, Retention and Disposal of Disclosures Policy.  **4. Further Advice**  4.1 You may wish to refer to advice published by NACRO on [disclosing criminal records](https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/) or [guidance on DBS filtering](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2016/05/Practical-guidance-on-DBS-filtering_2016.pdf)  4.2 The council’s policy on the employment of ex-offenders is available on the council’s website.  4.3 All applicants for a DBS check should refer to the DBS Code of Practice DBS code of practice - GOV.UK (www.gov.uk) |

**This page is to be detached prior to Short-Listing**

**EQUAL OPPORTUNITIES MONITORING**

The council is striving for workplace equality and in order to do this collects data on the profile of job applicants and its workforce in order to support equality and inclusion. The data collected will enable the council to identify strategies and policies to ensure that no group of applicants or employees is adversely affected.

The information contained in this section will be treated in the strictest confidence and will only be accessed by authorised members of HR for monitoring purposes. The information about your disability status will be used to identify to shortlisting managers if you qualify for an interview under the ‘Disability confident’ scheme.

The information collected is in line with the descriptions used in the current Census.

**First Name:**

**Last Name:**

**Date of Birth:**

**Post Applied for:**

**Please add a tick in the relevant boxes below**

**Religion Tick Box**

|  |  |
| --- | --- |
| No religion |  |
| Christian (all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |
| Prefer not to say |  |

**Ethnic origin**

|  |  |
| --- | --- |
| White - English / Welsh / Scottish / Northern Irish / British |  |
| White - Irish |  |
| White - Gypsy or Irish Traveller |  |
| White - Any other background |  |
| Mixed - White and Black Caribbean |  |
| Mixed - White and Black African |  |
| Mixed - White and Asian |  |
| Mixed - Any other multiple ethnic background |  |
| Asian – British |  |
| Asian - Indian |  |
| Asian - Pakistani |  |
| Asian - Bangladeshi |  |
| Asian - Chinese |  |
| Asian - Any other background |  |
| Black - African |  |
| Black - Caribbean |  |
| Black - British |  |
| Black - Any other background |  |
| Other ethnic group - Arab |  |
| Other ethnic group - Any other ethnic group |  |
| Prefer not to say |  |

**Nationality**

|  |  |
| --- | --- |
| **See Appendix 1** below and add the relevant nationality |  |

**Sex identifier**

|  |  |
| --- | --- |
| **Descriptions** |  |
| Female |  |
| Male |  |
| Gender fluid/gender queer/non-binary |  |
| Prefer not to say |  |

**Gender reassignment**

|  |  |
| --- | --- |
| Yes - I have gone through, or intend to go through, any part of a process to change my birth sex |  |
| No – I have not gone through, or intend to go through, any part of a process to change my birth sex. |  |
| Prefer not to say |  |

**Sexual orientation**

|  |  |
| --- | --- |
| Heterosexual/straight |  |
| Gay woman/lesbian |  |
| Gay man |  |
| Bisexual |  |
| Prefer not to say |  |

**Considered to have a disability**

|  |  |
| --- | --- |
| Disabled |  |
| Not disabled |  |
| Prefer not to say |  |
| Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview. |  |

**Marital status**

|  |  |
| --- | --- |
| Civil partnership |  |
| Married |  |
| Separated |  |
| Divorced |  |
| Widowed |  |
| Single |  |
| Prefer not to say |  |

**Appendix 1**

|  |  |  |
| --- | --- | --- |
| Afghanistani | Chilian | Honduran |
| Albanian | Chinese/Tibetan | Hong Kong |
| Algerian | CIS (Commonwealth of Independent States) | Hungarian |
| American | Comoros | Icelandic |
| American Samoa | Congo | Indian |
| Andorran | Costa Rican | Indonesian |
| Angolan | Cote d'lvore | Iranian |
| Anguillan | Croatian | Iraqi |
| Antiguan/Barbudan | Cuban | Irish |
| Argentinian | Cypriot | Isle of Man |
| Armenian | Czech | Israeli |
| Australian | Danish | Italian |
| Austrian | Djibouti | Jamaican |
| Azerbaijani | Dominican | Japanese |
| Bahaman | Dominican Republic | Jordanian |
| Bahrainian | Dutch | Kampuchean |
| Bangladeshi | Ecuador/Galapagos | Kazakhstani |
| Barbadian | Egyptian | Kenyan |
| Belarus | El Salvadorian | Kiribati |
| Belgian | English | Kuwaiti |
| Belize | Equatorial Guinea | Kyrgyz Republic |
| Benin | Eritrean | Kyrgyzstani |
| Bermudan | Estonian | Laos |
| Bhutani | Ethiopian | Latvian |
| Bolivian | Falkland Islands | Lebanese |
| Bosnian | Fijian | Leeward Islander |
| Botswana | Finnish | Lesothan |
| Brazilian | French | Liberian |
| British (not Channel Islands or IOM) | French Overseas Territories | Libyan |
| British Antarctic Territory | Gabon | Liechtenstein |
| British Indian Ocean Territory | Gambian | Lithuanian |
| British Virgin Islands | Georgian | Luxembourg |
| Brunei | German | Macao |
| Bulgarian | German (East) | Macedonian |
| Burkina-Faso | Ghanan | Madagascan |
| Burma | Gibraltarian | Malawese |
| Burundi | Greek | Malaysian |
| Cameroon | Greenland/Faroe Islands | Maldives |
| Canadian | Grenada | Mali |
| Cape Verde Islands | Guatemalan | Maltese |
| Cayman Islander | Guinea | Marshall Islander |
| Central African Republic | Guinea-Bissau | Mauritanian |
| Chad | Guyanese | Mauritius |

|  |  |  |
| --- | --- | --- |
| Channel Islander | Haiti | Mayotte |
| Mexican | Slovakian | Yemeni |
| Micronesian | Slovenian | Zaire |
| Moldovan | Solomon Islander | Zambian |
| Monaco | Somali | Zimbabwan |
| Mongolian | South African |
| Monserrat | South Georgia & the South Sandwich Islands |
| Moroccan | South Korean |
| Mozambiquan | Spanish |
| Namibian | Sri Lankan |
| Nauru | St Kitts and Nevis |
| Nepalese | St Lucian |
| Netherlands Antilles | St Vincent & the Grenadines |
| New Guinea | Stateless |
| New Zealander | Sudanese |
| Nicaraguan | Surinamese |
| Niger | Swazi |
| Nigeria | Swedish |
| North Korean | Swiss |
| Northern Ireland | Syrian |
| Norwegian | Taiwanese |
| Omani | Tajikistani |
| Pakistani | Tanzania |
| Panamanian | Thai |
| Paraguay | Togan |
| Peruvian | Tongan |
| Philippino | Trinidadian / Tobagan |
| Pitcairn Islander | Tristan de Cunha |
| Polish | Tunisian |
| Portuguese | Turkish |
| Prefer not to say | Turkmenistani |
| Puerto Rican | Turks & Caicos Islands |
| Qatari | Tuvalu |
| Romanian | Ugandan |
| Russian | Ukrainian |
| Rwandan | United Arab Emirates |
| San Marino | Uruguay |
| Sao Tome & Principe | Uzbekistai |
| Saudi Arabian | Vanuatu |
| Scottish | Venezuelan |
| Senegalese | Vietnamese |
| Serbian | Welsh |
| Seychelles | West Indian |
| Sierra Leone | Westem Samoan |
| Singapore | Windward Islander |