

Completing Your Application Form

- Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable
- You may find enclosed with the application form the Job Profile and the Person Profile
- If enclosed, you must refer to the Job Profile and each point in the Person Profile, but more particularly the essential criteria, to give as much information as you can about why you think you are suitable for the job, giving clear examples
- You must complete ALL sections of the application form as clearly as possible, it can be hand-written or typed CV's can only be accepted as additional information
- You can use additional sheets of paper as necessary and make sure they are securely attached to your application form
- Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up before the interview. Candidates who are already employed by the Council should give the name of their current line manager as their referee
- Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered
- If you have any queries about completing your application form, please telephone the contact person identified in the advert

NOTES FOR GUIDANCE

References

- a) All referees should be professional rather than personal ones.
- b) If you are applying from outside the maintained sector of education, your most recent employer should be given as a referee.
- c) Please note that where other referees are given, the Council reserves the right to contact referees other than those nominated, in accordance with the practice outlined in (a) to (e) above.
- d) If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

General

- a) The canvassing of any governor or member of the Council, directly or indirectly, for any post in the Council's service will disqualify the applicant from the appointment.
- b) Please return this form to the address specified in the vacancy advertisement.
- c) In the interest of the economy, it is not the Council's policy to notify candidates who have been unsuccessful. Nevertheless, the Council is appreciative of your interest in this appointment.

School Support Staff Application

Encouraging diversity, promoting talent

Position applied for:

Closing Date:

Please complete in black

Personal Details - Please use Block Capitals

Preferred Title (e.g. Mr, Mrs, Miss, Ms)	First Name(s)	Surname
Address (including post code)		
Daytime telephone number (including code)		Mobile telephone number
Email address		NI Number
Are you legally entitled to work in the UK? Y/N		Are you required to hold a work permit? Y/N

Present/Most Recent Employer

Name and Address of present/most recent employer	Date of appointment:
Job Title	
Notice required to terminate present employment	Salary and Grade
Details of present post, including main duties and responsibilities.	
Reason for leaving:	

Details of Previous Employment

Name of employer:	Exact details and nature of work:	From	To	Reason for leaving

Please give details of any gaps in employment and reasons why.

Secondary & Further and Higher Education

Name of school/FE college/Uni:	Dates: From	To	Qualification:	Subjects and grades:

Disability

Do you consider yourself to have a disability?

We welcome applications from people with disabilities. If you have a disability and are invited for an interview, please give details of any special arrangements that you require.

Additional Information

Should you have any relations or friends who are either an existing pupil or a member of staff at Sanders School, The Royal Liberty School, Redden Court please provide details

If you are appointed and have any business, financial and/or political interests which might conflict with the duties or responsibilities of this post please give details

Note: if this post is subject to political restriction under the provisions of the Local Government Housing Act 1989, further details will be made available to you.

Disclosure of criminal convictions

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Yes | | No | |

If the answer is yes, please provide full details below: -

Health

All successful applicants will be subject to complete a medical assessment form as part of the pre employment check process and contracts will be issued subject to medical capability.

Please note: You may be subject to an occupational health check as part of the Trust’s recruitment procedure should this be required following completion of the medical assessment form

Referees (please refer to the guidance notes)

Please provide the name, position, address, telephone number and e-mail address of 2 referees

First referee:
Position:
Address:

Second referee:
Position:
Address:

Telephone:
Email:

Telephone:
Email:

Please give details of any dates on which you would be unable to attend an interview:

Relevant Experience and Skills

Please read 'Completing your Application Form' before completing this section. Please use additional sheets if needed.

Declaration

I declare that the information I have entered is true and correct, and I understand that any false information or failure to disclose criminal activities may result in dismissal or disciplinary action being taken.

(If you are returning your application electronically, you will be required to sign at interview)

Signed:

Date:

Please return completed applications to jobapplications@sfaet.co.uk or post to C Valentine, The Royal Liberty School, Upper Brentwood Road, Romford, RM12 6HJ

Equal Opportunities

Monitoring of Job Applicants

SFAET Ltd is striving towards equality of opportunity in its employment practices and selection procedures. An Equality and Diversity Policy has been approved and is outlined below for you to retain if you so wish. To help us to find out how far we are succeeding in providing equal access to jobs in the Borough, we need the information detailed below. You are, therefore, requested to complete the monitoring information and return it with your application.

Equal Opportunities Policy Statement

As an employer, SFAET Ltd is taking positive steps to eliminate discrimination, and to redress imbalances, in order to provide genuine equality of opportunity at all levels within the organisation.

SFAET Ltd aims to treat all employees with dignity and respect and provide a working environment free from discrimination and harassment.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training and promotion are based on agreed criteria. In particular, no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

SFAET Ltd believes that it is in the Trust's interests and those who work for it to be committed to the use, development and retention of the full range of skills and talents of its employees, and will work to provide an employment environment in which everyone has the opportunity to contribute and develop.

Employees will be involved in the regular reviewing and monitoring of the Equality and Diversity Policy to ensure its relevance and effectiveness.

All information provided is provided based on the Data Protection Act of 2018 and subject to General Data Processing Regulations.

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at www.sfaet.co.uk which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: career history, qualifications, references, skills and experience, if you are legally entitled to work in the UK, disclosure of criminal convictions.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Ethnic Origin

I would describe myself as *(please tick as appropriate)*

White

- British
- 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

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background Please specify

Black or Black British

- Caribbean
- African
- Any other black background Please specify

Chinese or other ethnic group

- Chinese
- Any other ethnic background Please specify

Age Group

- | | | |
|--------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> 16-20 | <input type="checkbox"/> 36-45 | <input type="checkbox"/> 60 and over |
| <input type="checkbox"/> 21-25 | <input type="checkbox"/> 46-55 | |
| <input type="checkbox"/> 26-35 | <input type="checkbox"/> 56-59 | |

Faith/Religion

- | | | |
|------------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Any other |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim | Please specify |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | |

Gender

- | | | | |
|-------------------------------|---------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Transgender | <input type="checkbox"/> Other |
| Please specify | | | |

Sexual orientation

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Lesbian | <input type="checkbox"/> Bisexual | <input type="checkbox"/> Any other |
| <input type="checkbox"/> Heterosexual woman | <input type="checkbox"/> Gay man | Please specify |
| <input type="checkbox"/> Heterosexual man | <input type="checkbox"/> Decline to answer | |

Are you currently

- | | |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Unemployed |
|-----------------------------------|-------------------------------------|

How Did You Learn About This Job?

- | | | |
|---|--|---|
| <input type="checkbox"/> TES | <input type="checkbox"/> Jobs Go Public | <input type="checkbox"/> DFE Website |
| <input type="checkbox"/> Havering Website | <input type="checkbox"/> Schools/Trust Website | <input type="checkbox"/> Social Media - If ticked please specify the social media platform ie Twitter, Facebook Linked In |
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Other, please specify