‘Confidentiality status: **PROTECT**’

Application for Employment
School Support
CONFIDENTIAL

Please ensure you complete all relevant information and in particular sections marked ‘*’

Post details			
Post applied for ‘*’		Reference	
School/ Team name ‘*’		Post location	

Personal details	
Title (Mr, Mrs, etc.) ‘*’	
First name ‘*’	
Middle name	
Surname (family name) ‘*’	
All previous surnames	
National Insurance number ‘*’	

Address details		
House name/ number & street ‘*’		
Address Line 2		
Town ‘*’		
County		
Postcode ‘*’		
Home phone	Area code	number
Work phone	Area code	number
Mobile phone		
Email address ‘*’	(Our main method of contacting you will be through the e-mail address you provide here)	

Current employment or occupation	
Job Title (or course details if currently a student)	
Employer's name and address (or school/ college/ university)	
Current salary (If part time include percentage of full time)	
Date started (month/ year)	

Previous employment or occupation
Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc.). Provide start and end dates for all occupations. If you have need more space please place on a numbered continuation sheet.

Job title or Occupation	
Employer's name or Activity	
Date started (month/ year)	
Date left (month/ year)	
Reason for leaving	

Job title or Occupation	
Employer's name or Activity	
Date started (month/ year)	
Date left (month/ year)	
Reason for leaving	

Job title or Occupation	
Employer's name or Activity	
Date started (month/ year)	
Date left (month/ year)	
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Date started (month/ year)	
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Date left (month/ year)	
Reason for leaving	

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Employer's name or Activity	
Date started (month/ year)	
Date left (month/ year)	
Reason for leaving	

Job title or Occupation	
Employer's name or Activity	
Date started (month/ year)	
Date left (month/ year)	
Reason for leaving	

Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) and any additional training you have undertaken which is relevant to the post for which you are applying. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

Name at time of qualification (if different)

Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)

Membership of professional bodies

Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the *Relevant Skills and Experience* section.

Name of professional body	Level of membership	Membership number	Date of membership

Training	
Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section.	
Name of course	Date completed (month/ year)

Relevant skills and experience
Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

Continue on separate sheet if necessary.

Referees

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.** If you are (or have recently been) employed, one must be your current or last employer.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If you are applying for any job in a school or working with children or young people in any other setting, and you are not currently working with them but have done so in the past, one referee should be from a senior manager in that organisation.

Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Referees:	**Referee 1 '*'** **(Current or most recent line manager)**	**Referee 2 '*'**	**Referee 3**
Title			
First name			
Surname (family name)			
Organisation name and position of referee			
Address			
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			
May we contact this referee without further authority from you?	Yes / No '*'	Yes / No '*'	Yes / No

Additional details	
Is anyone in your household or family an employee, school governor or councillor of Oxfordshire County Council? '*' Yes / No If you have answered "Yes" to the question above, please provide details:	
Do you require sponsorship under the UK points based registration system? '*'	Yes / No
If you answered "Yes" to the question above, please provide details	
When would you be available to start work?	
Where did you see this post advertised? (please tick). Website ☐ Publication ☐ Other ☐ Please provide details of where you saw this post _____	

Convictions policy
Oxfordshire Schools applies the Safer Recruitment in Education standard to all appointments. It is the council's policy that you declare any un-spent convictions when you are applying for a job with us. We are asking you for this information because as a local authority providing public services we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the council's care who are receiving it's services. The council's policy states clearly that only relevant convictions are taken into account. Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. This list is available at www.gov.uk/government/news/dbs. Please check this list carefully. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying. Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS) (previously known as CRB)

Convictions	
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) by SI 2013 1198. For further information on the Rehabilitation of Offenders Act go to: www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf www.gov.uk/government/news/disclosure-and-barring-service-filtering	Yes / No
If "Yes", please give details including the offence and the date:	Date:

Prosecutions pending

Do you have any prosecutions pending? '*'	Yes / No
If "Yes", please give details and proposed date of hearing:	Date of hearing

Data Protection Statement
Oxfordshire County Council will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or CRB checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above**. If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes. Under the Data Protection Act 1998 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Freedom of Information and Data Protection, Oxfordshire County Council County Hall, New Road, OX1 1ND. Tel: 01865 815139.

Declaration			
By submitting this form you undertake that the information you have provided is true and accurate to the best of your knowledge. The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.			
Signed		Date	

Equal opportunities

Oxfordshire County Council is an equal opportunity employer and is committed to promoting equality and social inclusion. The county council operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the county council monitor the effectiveness of this policy, you are asked to provide the information requested below.

The recruitment monitoring section of the application form will either be detached before the form reaches the selection panel or if on the online recruitment system this information will not be made available to them.

Personal details

Surname (family name) '*'		First name'*'		Date of birth'*'	

1 Gender '*'
- Male ☐
- Female ☐

2 Sexual Orientation '*'
- Heterosexual/Straight ☐
- Bisexual ☐
- Gay Man ☐
- Gay Woman/Lesbian ☐
- Other ☐
- Prefer not to say ☐

3 Do you consider that you have a disability?'*' ☐

4 Religion/and or belief '*'
- Buddhist ☐
- Christian ☐
- Hindu ☐
- Jewish ☐
- Muslim ☐
- No Religion ☐
- Other ☐
- Prefer not to say ☐
- Sikh ☐

5 Are you currently employed by Oxfordshire County Council?
- Yes ☐
- No ☐

6 To which of these groups do you consider you belong? (tick one only) '*'

(a) White
- British ☐ 01
- Irish ☐ 02
- Any other white background ☐ 19

(b) Mixed
- White and Black Caribbean ☐ 21
- White and Black African ☐ 22
- White and Asian ☐ 23
- Any other mixed background ☐ 28

(c) Asian or Asian British
- Indian ☐ 41
- Pakistani ☐ 42
- Bangledeshi ☐ 43
- Any other Asian background ☐ 44

(d) Black or Black British
- Caribbean ☐ 61
- African ☐ 62
- Any other Black background ☐ 63

(e) Chinese or other ethnic group
- Chinese ☐ 81
- Arab ☐ 82
- Gypsy/Traveller ☐ 83
- Any other ethnic background ☐ 85

(please write in……)

Thank you for your co-operation

Information for candidates with a disability

Oxfordshire County Council welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities."

You can obtain further advice from the Disability Rights Commission www.drc-gb.org or Tel: 0845 604 6610

Arrangements if selected for interview
If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

Interview information on audio tape	☐
Interview information in large print format	☐
Sign language or other assistance with communication at interview	☐

Other assistance details:

Induction loop in interview room	☐
Wheelchair-accessible location for interview	☐
Car parking space for interview	☐
Facility for personal carer, assistant or other person to accompany you at interview	☐

Other requirements — please give details:

Arrangements if appointed Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.