



**Application for Employment
School Support**

CONFIDENTIAL

Please read the Guidance Notes above before completing this form

Post details			
Post applied for		Reference	
School/ Team/ Library 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)

(form continues below)

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				
<p>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 need additional space please place on a numbered continuation sheet.</p>				
Job title or Occupation	Employer's name or Activity	Date started (month/ year)	Date left (month/ year)	Reason for leaving

(form continues below)

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 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

(form continues below)

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.

This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.

(form continues below)

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 within this area 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?			

(form continues below)

Additional details	
Is anyone in your household or family an employee, school governor or councillor of Oxfordshire County Council?	
If you have answered "Yes" to the question above, please provide details:	
Do you require sponsorship under the UK points based registration system?	
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	<input type="checkbox"/>
Publication	<input type="checkbox"/>
Other	<input type="checkbox"/>
Please provide details of where you saw this post	

(form continues below)

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 its 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/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

www.gov.uk/government/news/disclosure-and-barring-service-filtering

If "Yes", please give details including the offence and the date:

Details

Date

Details	Date

Prosecutions pending

Do you have any prosecutions pending?

'Confidentiality status: PROTECT'

If "Yes", please give details and proposed date of hearing:

Details	Date of hearing

(form continues below)

Data Protection Statement

The personal information you provide on this form is collected and processed by Hampshire County Council on behalf of Oxfordshire County Council. Oxfordshire County Council is the data controller of your personal information. Please see Oxfordshire County Council’s data protection statement at <https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/aboutyourcouncil/corporateovernance/GenericPrivacyNotice.pdf> and Hampshire County Councils general privacy notice at <https://www.hants.gov.uk/aboutthecouncil/privacy>

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 DBS 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 General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation) 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

You cannot sign this form on screen. By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

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	
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(form continues below)

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 (dd/mm/yyyy)	
Gender	
Sexual Orientation	
Do you consider that you have a disability?	
Religion and/or belief	
Are you employed by Oxfordshire County Council?	
To which of the following groups do you consider you belong?	

(form continues below)

Information for candidates with a disability

‘Confidentiality status: PROTECT’

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.