**Windsor Learning Partnership**

**Support Staff Application Form**

**Guidance Notes for Applicants**

Thank you for your interest in working for a School within Windsor Learning Partnership.

All schools within Windsor Learning Partnership Multi Academy Trust, (hereafter may be referred to as the MAT), follow a robust, rigorous and fair process when recruiting staff.

Windsor Learning Partnership seeks to recruit the best talent, where personal aspirations and values are aligned with the strategic objectives of the MAT, to continue to enhance the student experience, and to develop and enhance the MAT’s reputation as an employer of choice

We will use the application form to help to decide your suitability for the post so please make sure that it is legible, accurate and complete. You should complete all sections of the application form. Either type or write clearly in black ink. Please do not send in CV’s..

**Data Protection Act 1998**

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

**Please retain this page for your recordsMaking your Application**

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

**Job Accountabilities and Person Specification**

When we short-list and recruit we use:

* The job accountabilities and person specification
* The application form

The Job Accountabilities outline the main responsibilities of the job and the Person Specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential Criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use to shortlist if we receive too many applications, which meet the essential criteria

**Application Form**

Please refer to the Person Specification and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in the application form is the information we will use when short-listing for interview..

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as any experience gained in the community, through volunteering and leisure activities.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application and contact you if we are unable to appoint from the original interviews.

**Equal Opportunities Monitoring Form**

At Windsor Learning Partnership we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the equal opportunities form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing. It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 1998 that Windsor Learning Partnership may hold and use personal information about you for monitoring purposes.

**Applicants with a Disability - Guaranteed Interview Scheme (Two Ticks Symbol)**

Windsor Learning Partnership operates a Guaranteed Interview Scheme. This scheme ensures that any disabled candidate, who meets the minimum essential criteria for the job, will be guaranteed an interview alongside other short-listed candidates. The final appointment will, however, be on merit.

Please see the Equal Opportunities Monitoring section of the application form for further details.

**All conditional offers of employment are subject to the following pre-employment clearances:**

**Satisfactory Medical Clearance**

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the MAT’s occupational health physician.

**Satisfactory References**

Windsor Learning Partnership’s practice is to take up two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Head Teacher or college tutor.

Please note that for all posts within our schools references will be taken up following short-listing and prior to interview. Progression of appointments can only occur following the receipt of satisfactory references.

Windsor Learning Partnership reserves the right to verify any information given in the application form and throughout the selection process. In the event that the MAT receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision, it is the Trust’s policy to give applicants the opportunity to comment on that before any final decision is taken.

**Safeguarding the Vulnerable**

Windsor Learning Partnership 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.

**Disclosure and Barring Service (DBS) (Previously CRB) Clearance**

If a post requires a DBS check, then the successful candidates will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside Windsor Learning Partnership’s control, however the Trust uses an on line system, which means that checks can be processed speedily. If you have a DBS certificate issued since 17 June 2013 and are registered with the DBS Update Service, the Trust may use your current certificate to check your DBS status, with your permission.

**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

This means that after a certain period of time (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been ‘spent’ (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred.

**Important Notes:** If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 it is deemed to require DBS clearance and therefore detail must be given about all convictions, whether spent or not.

**Evidence of Qualifications**

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

**Eligibility to work in the UK**

In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employee.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

**Since 29 February 2008 the requirements for documentation are as follows:**

List A contains the range of docuements which may be accepted for checking that a person has a permanent right to work in the UK.

***List A:***

* A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
* A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
* A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
* A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
* A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
* A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B contains the range of documents which may be accepted for cheking a person who has a temporary right to work in the UK. You will establish a time limited statutory excuse.

***List B:***

**Group 1 – Documents where a time limited statutory excuse lasts until the expiry date of leave**

* A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
* A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
* A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
* A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**

* A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice2**from the Home Office Employer Checking Service.
* An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
* A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

***If you are invited to interview, please bring the appropriate original documentation with you***.

**Windsor Learning Partnership**

**Support Staff Application Form**

|  |  |
| --- | --- |
| Post Applied For |  |
| Reference No |  |
| School |  |
| Closing Date |  |

**Please return your application form direct to the school that your application relates to.** Schools within the MAT do 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**

|  |  |
| --- | --- |
| Surname |  |
| Forename (s) |  |
| Previous Name (s) |  |
| Title  |  |
| Contact telephone numbers  | Home:Mobile: |
| Home address |  |
| Postcode |  |
| Email address |  |
| National Insurance Number |  |

 **Please answer the following questions:**

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

**Canvassing will disqualify candidates**

Are you related to any Member, Trustee, Governor or member of staff within the MAT?

Yes No

If YES, please give details:

**Previous Employment**

**Please complete each column, include all employment since leaving education and explain any breaks in employment.**

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

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

**Supporting Information –**

 Please refer to the Person Specification on the job accountabilities when completing this section.

 **In approximately 500 words**, 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:

|  |
| --- |
|  |

**Education / Qualifications / Training**

Please give details of **all qualifications** gained with the establishment and date completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** |  | **Name and address of educational establishment** | **Courses taken, exams passed with dates, and grades obtained** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
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**Voluntary or unpaid work undertaken** **(if any)**

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

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|  |

**References**

Please give 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.**

***It is the policy of the MAT generally to take up references prior to interview, unless requested otherwise.***

***Referee 1 Referree 2***

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Tel No |  | Tel No |  |
| Email(Mandatory information) |  | Email(Mandatory information) |  |
| Capacity in which known(e.g. employer/linemanager/teacher) |  | Capacity in which known (e.g. employer/linemanager/teacher) |  |
| **May we approach prior to interview?** | Yes No | **May we approach prior to interview?** | Yes No |

* The MAT/school may wish to make further enquiries of previous employers, in addition to the two referees given.
* For vacancies within a school, the selection process may involve a pre-interview establishment visit and briefing.
* Further enquiries of previous employers, in addition to the two referees given may also be made
* The MAT/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

###### Disclosure and Barring Service and Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, as amended by the 2013 Order

You are advised that you are not entitled to withhold information about convictions which are regarded as 'spent' under the above act. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the MAT’s/School**.**

The post you are applying for requires an enhanced DBS check, therefore you are required to complete the enclosed **Disclosure of Criminal Background form**. If your application is successful, you will also be required to undertake a DBS check. You would not be able to commence employment until a satisfactory DBS check and the decision to appoint has been confirmed.

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 MAT using the update service to check your DBS status? Yes No

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions.

**Do you have any criminal convictions that are not considered ‘spent’ as defined by the Rehabilitation of Offenders Act 1974?** Yes No

**Have you ever been cautioned or have any prosecutions pending?** Yes No

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

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

The MAT 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 schools and with organisations that use public funds in order to protect and prevent fraud.

Information held about you on any of the MAT’s or Local Authorities databases or records may be shared and be taken into consideration when determining your suitability for employment with the MAT.

You are required to notify the MAT 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 MAT.

Information supplied by you during the recruitment process may be shared with other Education Directorates for the purposes of aiding the MAT in carrying out its responsibilities.

I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the MAT’s montitoring of equal opportuntites and as part of the recruitment procedure and I agree to the use of this data as specified.

I also 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. I will undertake to notify any material changes in the information I have given above to the HR Unit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |
| *(If Appointed and you have completed this form electronically, you be asked to sign it if short-listed to interview stage.)* |

End of application form

**Windsor Learning Partnership**

**Explanatory note to applicants – DBS check (previously CRB)**

**1. Introduction**

**1.1** The position for which you are applying has been determined by Windsor Learning Partnership as exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 Order in line with guidance from the Disclosure and Barring Service (DBS) . Therefore you are required to declare any convictions cautions, reprimands, warnings and bindovers that 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:

2.2.1 the responsibilities of the position,

2.2.2 the vulnerability of children or adults supported,

2.2.3 the nature of the offence(s),

2.2.4 the number and pattern of offences (if there is more than one),

2.2.5 how long ago the offence(s) occurred,

2.2.6 the age of the offender when the offence(s) occurred.

**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 bindover , 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 MAT’s DBS Secure Storage, Handling, Use, Retention and Disposal of disclosures Policy.

**4. Further Advice**

4.1 If you would like to discuss whether a conviction you have may debar you from working in the role for which you are applying, you may telephone HR Business Support on 01753 795155 in confidence for advice.

4.2 For information on the filtering rules for offences refer to:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

For information on offences that will never be filtered refer to:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be->filtered-from-a-criminal-record-check

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

**EQUAL OPPORTUNITIES MONITORING RECORD** – The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps Windsor Learning Partnership to monitor equal opportunities and complete statistical returns.

|  |  |  |
| --- | --- | --- |
| Post applied for:  |  | School Name: DEDWORTH MIDDLE SCHOOL |
| First Name:  |  | Last Name:  |
| Where did you see this post advertised? |
| Gender: |
| Date of Birth:  |  | Marital Status:  |
| Please tick the category that most represents your race and ethnicity |
| **How would you describe your ethnic origin?**White, British [ ] White Irish [ ] White, any other background [ ] Asian/Asian British, Bangladeshi [ ] Asian/Asian British, Indian [ ] Asian/Asian British, Any other Asian background [ ] Asian/Asian British, Pakistani [ ] Black/Black British, African [ ] Black/Black British, Caribbean [ ] Black/Black British, Any other Black background [ ] Chinese [ ] Mixed, any other mixed background [ ] Mixed, White and Asian [ ] Mixed, White and Black African [ ] Mixed, White and Black Caribbean [ ] Any other ethnic background [ ] Did not wish to be recorded [ ] Not Obtained [ ] Traveller of Irish Heritage [ ] Gypsy/Roma [ ]  |
| As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy/ies. As we are a user of the disability symbol do you qualify for a guaranteed interview? Yes No   |
| Please provide details of any adjustments/ special requirements to assist you should you be shortlisted for interview.  |