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Job Application Form

School Support Staff Posts

Confidential

Information for Applicants:		
Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.		
Please return your completed form to:	Menorah High School for Girls 105 Brook Road London NW2 7BZ admin@menorahhigh.com	Ref. No. *(Office Use Only)*

Details of Post Applied For:	
Job Title	
Please confirm the date you would be able to start work, if successful	
Where did you first hear about this job?	

Personal Details:			
Title		First Name(s)	
Surname			If you have previously been known by another name, please specify:
Address			

Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.			
	Home Contact Number:			
	Mobile Number (if different):			
	Email Address:			
National Insurance Number				
Do you currently have the right to work in the UK?		YES	NO	
		If offered a position, we will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum & Nationality Act 2006.		
Have you lived or worked outside the UK for in the past five years? *If you've lived and/or worked outside of the UK, the School must make any further checks it considers appropriate (in addition to the usual pre-employment checks). We'll base the decision on whether this is necessary on individual circumstances, and factors such as: The amount of information you disclose in the DBS check; The length of time you've spent in or out of the UK*		YES	NO	If yes, please give further details

Education and Qualifications:

IF INVITED FOR INTERVIEW, PLEASE BRING CERTIFICATES

Please also include any relevant professional qualifications.

Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:		
Please give details of any relevant professional bodies to which you belong.		
Name of Professional Body	Membership Status	Date Membership Commenced

Professional Development:				
Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.				
Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Details of Present or Most Recent Appointment:	
Post Held	
Responsibilities Held (If Applicable)	
Dates Employed From and To (Month/Year)	
Employer's Name and Address	

Reason for Leaving		
Salary Details	Pay Range (e.g. Main Pay Range, Leadership Pay Range):	
	Annual salary (if part-time, specify the FTE):	£
	Additional allowances (state type and annual value):	
	Total annual salary including allowances (if you are part-time, specify full time equivalent):	£

Employment History:

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on page 7. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:		
Please give details below of any periods of time when you have not been employed.		
Date From (Month/Year)	Date To (Month/Year)	Reason

Volunteering Experience

Please provide information of any volunteering experience which you have undertaken.

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the job description for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the Governing Body.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		**Referee 2**	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	
May we contact referee prior to interview?	YES / NO	May we contact referee prior to interview?	YES / NO

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

Disability:

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview. **Do you have a disability you wish us to know about at this stage**? Yes / No *If yes, please let us know below what access requirements you may have.*

Safeguarding
The School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.
The School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. It is an offence to seek employment in regulated activity if you are on a barred list. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy notice. ****Shortlisted candidates will be asked to provide a self-declaration of their criminal record or information that would make them unsuitable for the position. If you are invited for interview, please bring the completed Disclosure Form with you in a sealed envelope marked "Confidential – Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview**** Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Do you have a DBS certificate?			YES/NO
Are you currently registered with the DBS Update Service?			YES/NO
If YES, please provide the information below. If NO, please proceed to the next section.			
DBS Registration Number		Annual Registration Renewal Date	
Level of check obtained at point of registration. (*select one*)		STANDARD / ENHANCED	
Which workforce was your check requested for at point of registration? (*select one*)		CHILDREN / ADULT / ADULT & CHILDREN / OTHER	
Declaration: By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.			

Declaration of Relationships:	
Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school?	YES / NO
If YES, please provide below his/her name and role, and state your relationship:	

Data Protection

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws. I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

PRIVACY NOTICE

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 obtained my emailing compliance@menorahhigh.com, which details 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 information from the application form in order to take a decision as to recruitment.

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

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

This is usually kept for 6 months – 1 year depending on any legal, accounting or reporting obligations the school may have.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy (which can be obtained from the school office).

****BEFORE SIGNING BELOW, PLEASE ENSURE ALL QUESTIONS HAVE BEEN ANSWERED IN FULL****

Signature of Applicant		Date	

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Only complete the remainder of this document if you are invited for interview and bring with you in a sealed envelope marked "Confidential – Disclosure Form".

Criminal records self-declaration form

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

If you are invited for interview, please bring this form with you to the interview in a separate, sealed envelope marked "Confidential – Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can check here (https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution)

If you accidentally provide information about 'protected' convictions or cautions, we will not take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We will not use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Name	
Role	

This form should only be completed if you are invited for interview.

Self-declaration

The role you've applied for is 'regulated activity', so is eligible for a barred list check. Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
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?	
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	
Do the police or children's social care have your name and/or information on file for any reason?	
If you answered 'yes' to any of the questions above, please provide further information.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed: Date:

This form should only be completed if you are invited for interview.