**CONFIDENTIAL**

**Rehabilitation / Support Assistant**

**APPLICATION FORM**

**Safeguarding Statement:**

**EMG solicitors are committed to safeguarding and promoting the welfare of children and young people.**

Name of Candidate:

**PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO Sacred Heart Primary School at the following email address:**

**Admin@shprimary.org.uk**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED**

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

**Personal Details:**

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone  Email

**Details of Present Employment:**

Are you presently employed: Yes  No

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if applicable):

Address:

Telephone Number:

Local Authority

(if applicable):

Archdiocese / Diocese

(if applicable):

Permanent  Temporary

Full time  Part time  Job share

Description of key duties / responsibilities:

Date of appointment:

Notice required:

If notice already given, date

it is due to expire:

Reason for leaving:

**Employment History and Work Experience:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name, address and nature of business** | **Full or part time** | **Job title and brief description of duties and responsibilities** | **Dates employed month / year**  **(from – to)** | **Reason for leaving** |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form mustprovide a **complete chronology** from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

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| --- | --- |
| **Dates (from – to)** | **Activity** |
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**Post-11 education and training:**

Please complete in chronological order, starting with the **most recent**:

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| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full or part time** | **Dates attended month / year**  **From - to** | **Date of award** | **Awarding body and registration number (if known)** | **Award and classification** |

**Post-Graduate Qualifications**

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**Higher Education Qualifications**

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**School / College Qualifications**

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**Continuing Professional Development**

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

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| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates**  **From – To** | **Award / Classification (if applicable)** |
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Please provide details of your most recent safeguarding training:

**Professional Memberships:**

Chartered College of Teaching:

Affiliate  Associate  Member (MCCT)  Fellow (FCCT)  Chartered Teacher (CTeach)

Please list any other professional bodies of which you are a member:

**Interests and Hobbies:**

Please list your interests and hobbies outside of work:

**Supporting Statement:**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification/job description applicable to the post.

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**References:**

Referees will be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if related to children); and
* all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

**Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

**Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):**

Name:

Address:

Role:

Telephone:

Email:

**Parish Priest / Priest of the Parish where you regularly worship (if applicable):**

Name:

Address:

Role:

Telephone:

Email:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

**Disclosure and Barring Service Checks**

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made:

**Rehabilitation of Offenders Act 1974**

If 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 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

**Right to work in the UK.**

You will need to provide evidence of your entitlement to live and work in the United Kingdom in accordance with the current immigration rules.

By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

**Declaration**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date: