

The Southwater Junior Academy

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www.southwaterjunioracademy.co.uk



APPLICATION FORM FOR APPOINTMENT FOR A NON-TEACHING POST

Please use black ink if handwriting or save in MS Word format if using a PC. Applications will only be accepted if they are completed in full, CVs will not be considered.

**Applications may be posted, hand delivered or emailed to:
Lindsay Stott, Business Manager
email; lstott@southwaterja.co.uk**

Job Vacancy

| |
|--|
| Job Title |
| How did you hear about this vacancy |

Data Protection

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

For further information, please see our privacy notice for job applicants.

Disclosure and Barring and childcare disqualification

The Southwater Junior Academy is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Southwater Junior Academy’s privacy statement.

Do you have a DBS certificate?: Yes No Date of check:

If you have lived or worked outside of the UK in the 5 years the Southwater Junior Academy may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Right to work in the UK

The Southwater Junior Academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

Disability and accessibility

The Southwater Junior Academy is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

1. Personal Details

| Personal Details | |
|--|--|
| First name | |
| Surname | |
| Preferred title | |
| Previous surnames | |
| If you prefer to be called by a name other than the one listed above, please specify | |

| Contact Details | |
|-----------------|------------------------------|
| Address | |
| Post code | |
| Home phone | Preferred contact number Y/N |
| Mobile phone | Preferred contact number Y/N |
| Email address | |

| Relationship to the academy | | |
|--|--------------|---------------------|
| <p>Please list any personal relationships that exist between you and any of the following members of the academy community:</p> <ul style="list-style-type: none">• Trustees• Staff• Pupils <p>(A relationships with a Trustee or employee does not necessarily prevent them from acting as a reference)</p> | | |
| Name | Relationship | Role at the academy |
| | | |
| | | |

2. Education and training

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

| College / University Education | | | |
|--------------------------------|--------------------|--------------------------|---------------|
| Qualification | Class & Subject(s) | College, University etc. | Date achieved |
| | | | |

| Secondary Education Post GCSE eg A Levels | | | |
|---|----------------------|----------------------------------|---------------|
| Qualification type and subject post GCSEs | Grade/Level attained | School, College, University etc. | Date achieved |
| | | | |

| GCSE / O LEVEL Grades | | | |
|--------------------------------|----------------------|----------------------------------|---------------|
| Qualification type and subject | Grade/Level attained | School, College, University etc. | Date achieved |
| English Language | | | |
| Maths | | | |

| Membership to Professional Bodies | | |
|-----------------------------------|---------------|----------------------|
| Name of Professional Body | Date achieved | By exam or election? |
| | | |

Additional information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

Driving Licence

Do you hold a valid driving licence

3. Employment History

Give full details of your employment starting with your current or most recent job. Use the column titled "Job title and duties" to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. Indicate gaps in employment and full time study and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview. Please continue on a separate sheet if necessary.

Your present position

| Employers Name, Address and Telephone number | Job title and duties: | Dates of employment | |
|--|-----------------------|---------------------|-----|
| | | From: | To: |
| | | | |
| Present salary £ | | | |
| Additional Allowances | | | |

Previous Employment

| Employer Name and Address | Post Title and Salary grade | Dates of employment | |
|---------------------------|-----------------------------|---------------------|-----|
| | | From: | To: |
| | | | |

Gaps in employment

Please use the space below to explain any gaps in your employment.

Additional information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

4. References

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of another suitable referee.

The Southwater Junior Academy reserves the right to seek any additional references it deems appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

| First Reference | Second Reference |
|--|--|
| Name: | Name: |
| Full Address and Postcode: | Full Address and Postcode: |
| Telephone No: | Telephone No: |
| Email: | Email: |
| How long has this person known you and in what capacity? | How long has this person known you and in what capacity? |

| Please indicate if you do not want us to contact your referees without letting you know first: | | | |
|--|--|-------------|--|
| Reference 1 | | Reference 2 | |

5. Declaration

I declare that all information given as part of my application is true. I declare that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that an Enhanced Disclosure and Barring Service check will be carried out.

Sign: _____

Print: _____

Date: _____

SOUTHWATER JUNIOR ACADEMY

SAFER RECRUITING ADDITIONAL INFORMATION SHEET

Please complete the details below as appropriate for the position that you are applying. This is in accordance with current guidance on safer recruiting practices in schools and academies. If you are appointed, the information on this form will be stored in the Academy.

| Application details | |
|----------------------|--|
| Position Applied For | |
| Full name | |
| Date of birth | |

| Asylum and Immigration Act 1996: We need to know that you are entitled to live and work in the UK. Please complete the section below: | |
|--|----------|
| National Insurance Number | |
| Do you have evidence of your entitlement to live and work in the UK? (see note below) | Yes / No |
| As evidence of this entitlement candidates selected for interview will be asked to bring one of the following documents: original payslip, correspondence from the Inland Revenue or other Government Agency or National Insurance Card. This document should contain both your name and your National Insurance Number. We will also need to see your Passport, Birth Certificate or other letter/permit/document confirming your right to live and work in the UK | |

| Medical History |
|---|
| All appointments will be subject to satisfactory medical clearance . Preferred candidates will be required to complete online pre-employment medical questionnaire, to check their medical suitability for the role they have applied for. Preferred candidates may also be asked to provide further details of their medical history by occupational health providers or be required to undergo a medical examination |

| Qualification Checks | |
|---|----------|
| We need to provide proof of your qualifications and professional membership or registration where these are essential requirements for the job (these will be listed in Person Specification). Candidates invited for interview will be required to bring along the relevant documentation to the interview / assessment . | |
| Have you ever been deregistered or de-listed from a professional body? | Yes / No |

Criminal Record Check:

Strictly confidential

Please complete and return this part **ONLY** if you are shortlisted or asked to attend interview

IMPORTANT: THE POSITION YOU ARE APPLYING FOR IS SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE CHECK/ISA Registration, PLEASE **COMPLETE THE FOLLOWING SECTION**

CRIMINAL RECORDS: Because of the nature of the work, this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order.

You are therefore obliged to disclose details of any criminal record that you have. You will have the opportunity to discuss these details during your interview / assessment. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having convictions/cautions will not necessarily bar you from employment. This will depend on the circumstances and background to your offence.

Information will be kept confidential and will only be used in relation to the application for the post.

If you are successful in your application, you will be subject to a criminal records check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of requesting a 'disclosure'. Candidates invited for interview will be required to complete a Disclosure Application Form and **bring it and the original documents specified** to your interview / assessment. The level of disclosure required for this post will be identified in the recruitment information. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

| | |
|--|----------|
| Have you ever had any convictions, cautions, reprimands or final warnings given by the police? | Yes / No |
|--|----------|

| | |
|---|----------|
| Are you subject to any current police proceedings or criminal investigations? | Yes / No |
|---|----------|

If 'Yes' please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'.

Declaration

I declare that the information given here, and that contained in my application form, is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that if appropriate, a DBS check will be carried out.

As part of the recruitment process, checks may be made with the Local Authority Adults'/Childrens' Services Department. By signing this declaration you are agreeing to the check being made.

Signature:

Date:

Equal opportunities monitoring

Strictly confidential

Please complete and return this part **ONLY** if you are shortlisted or asked to attend interview

The Governing Body is dedicated to promoting equality and fairness and we are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

This information will **not** be used during the selection process. It will be used for monitoring purposes only

Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes only.

| Equalities monitoring information | | | | | | | | |
|--|---|--|---|---|---|---|---|---|
| What is your date of birth? | D | D | M | M | Y | Y | Y | Y |
| | | | | | | | | |
| What is your sex? | <input type="checkbox"/> Male <input type="checkbox"/> Female | | | | | | | |
| What gender are you? | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say | | | | | | | |
| How would you describe your ethnic origin? | | | | | | | | |
| White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese | Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background | Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say | | | | | | |

Which of the following best describes your sexual orientation?

- Heterosexual/straight
- Homosexual woman
- Homosexual man
- Bisexual
- Other
- Prefer not to say

What is your religion or belief?

- | | | |
|--------------------------------------|------------------------------------|--|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Jewish | <input type="checkbox"/> Agnostic |
| <input type="checkbox"/> Pagan | <input type="checkbox"/> Muslim | <input type="checkbox"/> Atheist |
| <input type="checkbox"/> Jain | <input type="checkbox"/> Sikh | <input type="checkbox"/> Other |
| | | <input type="checkbox"/> Prefer not to say |

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

- Yes
- No
- Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other