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| **SCHOOLS SUPPORT STAFF APPLICATION FORM** | | |
| **VACANCY DETAILS** | |
| Job applied for: |  |
| Job reference number: |  |
| Applicant ID (for office use only) |  |
| **Advertising origin** | |
| Where did you hear about this vacancy? |  |

**It is the Council’s policy to ensure that all appointments are made on merit. There are two parts to the form. The details that you disclose under section A is for monitoring purposes only and will be removed before shortlisting begins to ensure our recruitment processes remain fair for all applicants.**

**The information will be held in accordance with UK General Data Protection Regulation and any other subsequent legislation and in accordance with our Privacy Policy. This information will also form part of the successful candidate's HR record.**

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| **SECTION A** | |
| **PERSONAL DETAILS** | |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Known as: |  |
| Date of Birth: |  |
| Address line 1: |  |
| Address line 2: |  |
| Town: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| National Insurance Number: |  |

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| Are you currently, or have you previously been employed by Trafford Council? | Yes  No | Date from to date to: (dd/mm/yyyy) |
| Reason for leaving (if applicable): |  | |

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| Are you related to a Councillor, Governor or senior officer of this organisation? | Yes  No | |
| If yes, please provide details: | Name: |  |
| Relationship to you: |  |

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| Dismissed |
| Have you ever been dismissed from any employment for any reasons other than redundancy?YES  NO  If YES please give details, including dates, reasons and employer. |
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| **EQUALITY AND DIVERSITY** |

Any information you provide in this section will be removed prior to shortlisting. The details you disclose will only be used for monitoring and reporting purposes and will be held in accordance with the UK General Data Protection Regulation and any other subsequent legislation.

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| **Gender** |
| What best describes your gender:  Man  Woman  Non-Binary  Prefer not to say  Other  If other – please describe  Is your gender the same as the gender you were assigned at birth?  Yes  No  Prefer not to say |

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| **Ethnic Group** | | |
| **White** | British |  |
|  | Irish |  |
| Traveller of Irish Heritage |  |
| Gypsy/Roma |  |
| Polish |  |
| Other White European |  |
| Any other White background |  |
| **Mixed Race** | White and Black Caribbean |  |
|  | White and Black African |  |
| White and Indian |  |
| White and Pakistani |  |
| White and Bangladeshi |  |
| Any other mixed race background |  |
| **Asian or Asian British** | Bangladeshi |  |
|  | Chinese |  |
| Any other Asian background |  |
| **Black or Black British** | Black Caribbean |  |
|  | Black African |  |
| Black British |  |
| Any other black background |  |
| **Other** | Unknown |  |
|  | Other ethnic background |  |
| Prefer not to say |  |

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| **Religion** | | | |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | Other |  |
| Jewish |  | No Religion |  |
| Taoism |  | Prefer not to say |  |

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| **Sexual Orientation** |
| Which of the following best describes your sexual orientation:  Ace (including asexual, greysexual, demisexual)  Bi  Gay or lesbian  Heterosexual/Straight  Prefer not to say  Other  If other please describe |

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| **Caring Responsibilities** |
| Is there anyone who relies upon you for care and attention and that you assist with their daily routine?  Yes  No  If yes, please indicate who you provide such care for?  Adults (18 over)  Children |

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| **Disability** |
| The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)  Do you consider yourself to be disabled according to this definition?  Yes  No |
| This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification. |
| Please specify any arrangements we can make to assist you if you are invited for interview/assessment. |
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| **DECLARATION** |
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.  I confirm that the information contained in this application is correct. I understand that my application may be rejected or that I may be dismissed without notice for withholding or giving false information.  Where the post is in regulated activity, i.e. working with children or vulnerable adults, it is an offence for barred people to apply.  In line with the General Data Protection Regulations, the information supplied will only be used to contact you about relevant vacancies within the Council. It will not be retained or processed for any other purpose. We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.  You have the right to withdraw your consent for this data to be processed. Please view our privacy notice for further information on this: <http://www.trafford.gov.uk/recruitment-and-employment-privacy-notice>. |

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| **Declaration** | |  | | --- | | I confirm | |
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| Signed: |  |
| Date: |  |

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| **SECTION B** | |
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| Job Title applied for: |  |
| Job reference number: |  |
| Applicant ID (for office use only) |  |

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| **EMPLOYMENT HISTORY** |

Please provide details of your current or most recent employer, if applicable. You also have the opportunity to provide additional work history that you feel is relevant to the job role you are applying for.

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles.

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| **Employment Experience** | |
| Name of current/most recent employer: |  |
| Job Title: |  |
| Salary: |  |
| Date from to date to (dd/mm/yyyy): |  |
| Period of notice required  (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| Previous Employment Experience |

Please list other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history. If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them in the “Supporting Information” section with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience

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| Previous employer: |  |
| Job Title: |  |
| Salary: |  |
| Date from to date to (dd/mm/yyyy): |  |
| Period of notice required  (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| Previous employer: |  |
| Job Title: |  |
| Salary: |  |
| Date from to date to (dd/mm/yyyy): |  |
| Period of notice required  (if applicable): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| --- | --- |
| Previous employer: |  |
| Job Title: |  |
| Salary: |  |
| Date from to date to (dd/mm/yyyy): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |
| Additional Relevant Experience | |

If you have undertaken other employment, or voluntary work that you feel is relevant to the job role you are applying for, please provide details

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| Organisation: |  |
| Job Title: |  |
| Date from to date to (dd/mm/yyyy): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| --- | --- |
| Organisation: |  |
| Job Title: |  |
| Date from to date to (dd/mm/yyyy): |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

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| **EDUCATION AND TRAINING** |

Please include details of any essential qualifications required for this role which will be included in the advertisement or accompanying documents.  
  
You will have the opportunity to share details of any additional qualifications or training you have with the recruiting manager at interview stage, should you be shortlisted for the role.  
  
For information on qualification levels please visit [What qualification levels mean - GOV.UK](https://www.gov.uk/what-different-qualification-levels-mean)

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| EDUCATION | | |
| Qualification Type (eg GCSE) | Course | | | When Obtained | | | Grade |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | |
| Name of Professional Body | Level & method of membership | | | | Membership Number | | Date of Membership |
|  |  | | | |  | |  |
| **TRAINING / DEVELOPMENT** | | | | | | | | |
| Subject | | Provider | | | | Date Attended | | |
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| **SUPPORTING INFORMATION** |

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| **Experience, Knowledge and Skills/Abilities** |
| This is the really important part of your application as it's where you can tell us what you can do and how we decide if we think you could have the necessary skills to undertake the role.  Have a good read through the job specification and think about the roles you have undertaken before and how your skills, knowledge and experience match what we are looking for. You should give examples that match the requirements on the job specification - these can be from any previous employment, voluntary work or any other transferable life skills. For example, you may have lots of domestic responsibilities or may organise social/community activities in your spare time - it all counts!  Try to be as clear and organised in your responses as possible and talk about your specific responsibilities, not those of your section or department.  You should also include any gaps in your education/employment history in this section, providing dates/reasons so that we have a full chronology. |

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| **Experience**  **Knowledge**  **Skills and abilities**  **Desirable requirements:** |

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| **REFERENCES** |

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| Please give details of two referees, one of which must be from your current/last employer, school Head Teacher or employment office.  The second referee should also be from a previous employer.  References will not be accepted from relatives, or persons who only know you as a friend. In all cases make sure you use someone who knows your capabilities and can comment on your reliability.  Please provide valid email addresses so we can progress your application. If an invalid email address is provided the progress of your application may be delayed.  Our reference requests ask for details of your employment dates, job title, salary, reason for leaving and levels of absence incl. total number of days and frequency over the last 24mths. We also request comments regarding your standard of performance, honesty, punctuality, conduct and relationships with colleagues.  **References will be taken up prior to interview for shortlisted candidates** |

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| **Current or most recent employer** | |
| **Employer name:** | |
| **Employer Address:** |  |
| **Referee name:** |  |
| **Referee Job title:** |  |
| **Relationship to you:** |  |
| **Referee email address:** |  |
| **Referee telephone No:** |  |

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| **Previous Employer** | |
| **Employer name:** | |
| **Employer Address:** |  |
| **Referee name:** |  |
| **Referee Job title:** |  |
| **Relationship to you:** |  |
| **Referee email address:** |  |
| **Referee telephone no:** |  |

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