

# Support Staff Application Form

Job position applied for			
Grade		Closing Date:	

<b>PERSONAL DETAILS</b>	
Your preferred title:	.....
First name or names:	.....
Last Name:	.....
Address:	.....
	Post Code .....
Home phone number:	..... Mobile phone number: .....
Work phone number:	.....
E-mail address:	.....
National Insurance Number:	.....

<b>CURRENT OR MOST RECENT EMPLOYMENT</b>	
Employer's name & address:	.....
	Postcode .....
Job title:	.....
Current salary:	£ .....
Dates employed	<b>From</b> ..... <b>To</b> .....
Notice you need to give:	.....
Reason for leaving:	.....

Brief description of your duties (please continue on a separate sheet if necessary):

<b>Fair Processing Notice</b>
This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
For further information, see <a href="http://www.lbdb.gov.uk/AboutBarkingandDagenham/CouncilDepartments/ChiefExec/Pages/FairProcessing.aspx">http://www.lbdb.gov.uk/AboutBarkingandDagenham/CouncilDepartments/ChiefExec/Pages/FairProcessing.aspx</a> or contact the Corporate Anti-Fraud Team 0208 227 2264



## PERSONAL STATEMENT

Please use this section to tell us how your knowledge, skills and experiences meet the requirements of the job. Please continue on a separate sheet if necessary, with a maximum of two sheets.

## REFERENCES

Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available.

Name _____	Name _____
Address _____	Address _____
_____	_____
_____	_____
_____	_____
Postcode _____	Postcode _____
Daytime _____	Daytime _____
Phone No _____	Phone No _____
E-mail _____	E-mail _____
address _____	address _____
Job Title/Position within Organisation: _____	Job Title/Position within Organisation: _____
_____	_____

**We may contact your referees if you are short listed for an interview, do you have any objections to this?**

Yes I agree to my referees being contacted

No – I do not want my referees contacted

## EXTRA INFORMATION

Can you provide evidence of your legal right to work in the UK?

Yes

No

If you are related to any Councillor or member of staff of this Council, please give details.

Please answer the following questions only if the post includes these requirements.

•Do you have a valid driving licence?

Yes

No

•Do you have access to a vehicle which you are able to use for work purposes?

Yes

No

•If not, are you able to travel, for work purposes, by another form of transport?

Yes

No

This post is exempt from the Rehabilitation of Offenders Act 1974. In the event of a successful application for a post working with children, you will be required to apply for an enhanced DBS (previously known as CRB) disclosure. You must declare all convictions, however long ago they occurred. You must also declare details of all police cautions, both spent and unspent, any time spent in prison (both here or abroad), or time in police custody. You must declare if you have any bind-overs, if there are any cases outstanding, or if you are on the Children or Adult Barred List or are disqualified from working with children. This information is strictly confidential. Continue on a separate sheet if necessary.

## IMPAIRMENT OR DISABILITY

Do you consider yourself to have a physical, learning, sensory or mental health impairment or disability?

Yes

No

If yes, please  
specify

.....  
.....

(Some examples of impairments that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions.)

All disabled applicants, including people with personal experience of mental health illnesses, who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview.

## DECLARATION

I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.

I understand that you will deal with all the information in line with the data protection legislation.

Your signature: .....

Date: \_\_\_\_\_

**Please return this form by the closing date shown in the advertisement, by e- mail to: [jkenning@valenceprimaryschool.com](mailto:jkenning@valenceprimaryschool.com) or by post to HR Department, Valence Primary School, St. Georges Road, Dagenham, Essex, RM9 5AJ.**

# Recruitment Monitoring form

We are committed to ensuring equal opportunities in employment, and by law must monitor the diversity of people applying to us for employment. By completing this form you will be helping us to monitor the effectiveness of our Equal Opportunity in Employment Policy.

The information requested below is for statistical purposes only and will not be available to people responsible for selection. This information is covered by the Data Protection legislation, so we can only use the information for the purpose given (that is, as statistical information for monitoring purposes).

## Personal details

**Status:** (tick only one)

Single

Divorced

Legally separated

Prefer not to say

Married / Civil partnership

**Name:**

**Post applied for:**

**Date applied for:**

**Where did you see the post advertised?** (if in a newspaper/journal or on a website, please state name)

**Sex:** Are you (tick only one)

Female?

Male?

**Age:** (tick only one):

16 to 19

50 to 59

20 to 29

60 to 65

30 to 39

66 to 74

40 to 49

75+

## Where do you live

Do you live in the Borough of Barking & Dagenham? (Tick only one)

Yes

No

## Employment

Are you currently employed by the London Borough of Barking & Dagenham

Yes

No

**Ethnic origin**

I would describe my ethnic origin as the following:  
(please highlight or tick one).

**White**

- British (WB)
- Irish (WI)
- Any other white background  
(please specify below) (WO)

**Black**

- British (BB)
- African (BA)
- Caribbean (BC)
- Any other black background  
(please specify below) (BO)

**Asian**

- British (ABR)
- Bangladeshi (AB)
- Indian (AI)
- Pakistani (AP)
- Any other black background  
(please specify below) (AO)

**Mixed**

- White and black Caribbean (MWBC)
- White and black African (MWBA)
- White and Asian (MWA)
- Black and Asian (MBA)
- Any other black background  
(please specify below) (MO)

**Chinese**

- British (BC)
- Chinese (C)
- Any other black background  
(please specify below) (CO)

**Other ethnic group**

- (Please specify below) (O)

**Traveller**

- Irish Traveller (IT)
- Romany (R)
- English Gypsy (EG)
- Other  
(Please specify) (TO)

**Sexual Orientation**

This information will help us to monitor workforce and the effectiveness of our Equalities Policy. Which one of these best describe your sexual orientation?

- Bisexual
- Lesbian
- Gay Man
- Heterosexual ("straight")
- I prefer not to say
- Other  
(please specify below)

**Faith / Religion**

- Buddhist
- Christian
- Hindu
- Sikh
- Muslim
- Jewish
- I prefer not to say
- I don't know
- I do not identify with any religious groups
- Other  
(please specify below)

**Caring Responsibilities**

Do you have any caring responsibilities?

- Yes       No

**A carer is defined as some who:**

"...cares for, or expects to care for, husband, wife or partner, a relative such a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neither category but lives at the same address as the carer".

