



# Thomas Telford School

## Application Form for Support Staff

Please complete in full – CVs will not be accepted

Post Title:

Closing Date:

### 1. Personal Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

First Name(s):

Surname/Last Name:

Address:

Post Code:   National Insurance N°:

Tel N° (Home):   Tel N° (Work):

Tel N° (Mobile):   Email:

Are you in receipt of an Occupational Pension? ☐ Yes ☐ No

### 2. Educational/Technical/Professional Qualifications

Please name any institute or professional body in full, rather than using initials.

<i>Subjects/Qualifications</i>	<i>Where attained</i>	<i>Year From</i>	<i>Year to</i>	<i>Grade</i>

### 3. Details of Relevant Training Courses

<i>Course Subject and Provider</i>	<i>Length of Course</i>	<i>Year</i>

#### 4. Employment History

Please give details of ALL jobs held including part-time and unpaid work, starting with your present/last employer.

[illegible]

## 5. Relevant Knowledge, Experience & Skills

Please tell us how your knowledge, experience and skills meet the job requirements

## 6. References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer. Please note that character references cannot be accepted.

### Reference 1

Name:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>		
Post Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Telephone N°:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Email: <input type="text"/>

### Reference 2

Name:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>		
Post Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Telephone N°:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Email: <input type="text"/>

**I declare that the information I have given on this form is correct and give consent for references to be requested from the above named people.**

Signed

Date

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise, they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities may emerge in the future at Thomas Telford School, or in one of our other family of schools: Madeley Academy, Sandwell Academy, Thomas Telford UTC and Walsall Academy. If you are unsuccessful, please indicate if you wish us to hold your form on file to be considered for future or similar vacancies.

If you are unsuccessful, please indicate if you wish us to hold your form on file to be considered for future/similar vacancies at Thomas Telford School

Yes ☐ No ☐

If you are unsuccessful, please indicate if you wish to be considered for future/similar vacancies at any of the other schools within our family of schools

Yes ☐ No ☐

## Safeguarding Declaration

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974 and under the GDPR the School has a lawful basis in which to request access relating to criminal convictions through the means of an enhanced Disclosure and Barring Service (DBS) check.

An enhanced disclosure request will be made to the Disclosure and Barring Service (DBS) at the point when an offer of a position is made to ascertain whether the records reveal any criminal convictions (including spent ones) relating to you. All information given will be treated in the strictest confidence and will be used for this job application only.

The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant.

Thomas Telford School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**I confirm I have read the above statement and understand that failure to agree to an enhanced DBS check will disqualify me from appointment: (Please tick box) ☐**

Please note, as part of the recruitment process the School will carry out a background check on all shortlisted applicants, in line with the Keeping Children Safe in Education Guidance 2022.

## Optional Equal Opportunities Monitoring

To help us check that we are employing people fairly, please mark the appropriate sections below

**Please note that the information provided in this section will not be passed to the shortlisting panel, and will have no bearing on the appointment decision**

**Please complete in BLOCK CAPITALS**

**Post:**

**Full Name (including Title):**

**Date of Birth:**

**Age** – please tick as appropriate

☐

16-18

☐

19-35

☐

36-49

☐

50-59

☐

60-65

☐

Over 65

### Ethnic Origin

Do you consider your ethnic origin to be:

#### White

☐

British

☐

Irish

☐

Any other white background

#### Mixed

☐

White & Black African

☐

White & Asian

☐

White & Black Caribbean

☐

Any other mixed background

#### Black

☐

Black British

☐

Caribbean

☐

African

☐

Any other black background

#### Asian

☐

Asian British

☐

Indian

☐

Pakistani

☐

Bangladeshi

☐

Any other Asian background

☐

Any other ethnic group (please specify)

Do you consider yourself to have a disability?

☐

Yes

☐

No

If yes, please state nature of disability:

#### The Equality Act 2010:

“A physical or mental impairment that has a substantial and long-term negative effect on the person’s ability to do normal daily activities”

Where did you see or hear of this job?

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**Please return completed Application and Monitoring Form to:**

Sir Kevin Satchwell, Headmaster, Thomas Telford School, Old Park, Telford, Shropshire, TF3 4NW

Email: [hr@ttsonline.net](mailto:hr@ttsonline.net)