



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:

Teacher Ref / QTS N°:

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

Subjects/Qualifications	Where attained	Year From	Year to	Grade

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

<i>Employer</i> (Name & Full Address)	<i>Job Held</i>	<i>From</i>	<i>To</i>	<i>Salary/ Grade</i>	<i>Reason for Leaving</i>

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 people 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. If you are currently employed in a School, one referee **must** be the Headteacher.

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"/> <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"/> <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"/> <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"/> <input type="text"/> <input type="text"/>	Email: <input type="text"/>

7. Disclosure and Barring and Recruitment Checks

Thomas Telford School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by the local police that is considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2022) will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on the barred list.

8. Safeguarding

The job for which you are applying will involve working with children. It is therefore exempt from the Rehabilitation of Offenders Act 1974 and under the GDPR and Data Protection Act 2018 the School has a lawful basis for which to request access relating to criminal convictions through the means of an enhanced Disclosure and Barring Service (DBS) check. It is an offence to apply for this position if you are barred from engaging in regulated activity relevant to children.

An enhanced disclosure request will be made to the DBS authority 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, as well as any other factors which may be relevant.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview, you will be asked to declare, on a separate form whether you have any convictions or cautions that are not 'protected' in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS Filtering Guide](#).

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

A copy of our Child Protection Policy can be found on our website <https://www.ttmat.net/page/documents.aspx>

9. Right to work in the UK

Thomas Telford School 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.

10. Your Signature

I certify that the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form in accordance with the Data Protection Act 1998 and any subsequent legislation.

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

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.

If you are unsuccessful, please indicate if you wish us to hold your form on file to be considered for future similar vacancies within TTMAT: Yes ☐ No ☐

11. 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 defines disability as:

“A physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities. An effect is considered long-term if it has lasted, or is likely to last, 12 months or more”

Where did you see or hear of this job?

Please return completed Application and Monitoring Forms to:

Mr Ian Rawlings, Headmaster, Thomas Telford School, Old Park, Telford, Shropshire, TF3 4NW

Email: hr@ttsonline.net