**Application for Employment (DBS)**

Alderbrook School, Blossomfield Road, Solihull,

B91 1SN

Email: vacancy@alderbrook.solihull.sch.uk



**If you have any queries when completing this form, please contact the school.**

**Please return your completed form to the school (see details in advert).**

*By submitting your application, the data within this application form may be shared with organisations/individuals who have a specific role to play in the recruitment process and may include organisations/individuals who are external to the School.*

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| **Vacancy Details** | | | |
| **Job Title:** | Administrator with First Aid | **Job Ref No:** |  |
| **Closing Date:** | 9.00am 4th October 2021 | | |

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| **Advertising Origin** | |
| **Where did you hear about this vacancy?** |  |

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| **Personal Details** | | | | | | |
| **Full Name:** |  | | | | | |
| **Address:** |  | | | | | |
|  | | | | **Postcode:** | |  |
| **Contact details:**  **Telephone Numbers:** | | **Daytime:** | **Evening:** | | **Mobile Number:** | |
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| **Email address:** | |  | | | | |

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| **Disability** | |
| **The Equality Act (2010) defines a disabled person as someone with a 'physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities'.**  **As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.**  **Do you wish to be considered under the Disability Confident Scheme?** | **YES / NO** |

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| **Present or Most Recent Employment** | | | | | |
| **Name and Full Postal Address of Employer:** |  | | | | |
| **Job Title:** |  | | | **Salary:** |  |
| **Date from:** |  | **Date To:** |  | **Notice Period:** |  |
| **Reason for leaving:** |  | | | | |
| **Please provide brief details of duties and responsibilities:** |  | | | | |

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| **Employment History** | | | | |
| **It is essential to include details of ALL employment, starting with your current/most recent employer and including any breaks in employment history and the reason for the break. References may be sought from your previous employers. Please indicate if you wish to be consulted before they are approached:** | | | | **YES / NO** |
| **Name/Address/Tel. No. of Employer:** | **Dates (From/To)** | **Job Title and Salary** | **Reason for Leaving** | |
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*Please continue on a separate sheet if necessary.*

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| **Relevant Qualifications and Education** | | |
| **Please provide details of your education history starting with your current or most recent education** | | |
| **Relevant Qualification** | **Result/Grade** | **Date Obtained** |
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***If you are invited to interview, you will be asked to bring your original Certificates with you.***

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| **Relevant Training** | | |
| **Please provide details of any relevant training, learning and development starting with your current or most recent** | | |
| **Date** | **Course Title** | **Organising Body** |
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| Membership of Relevant Professional Bodies | | | |
| **Please provide details of any memberships you have with any organisation which may be relevant to the job you are applying for.** | | | |
| **Name of Professional Body** | **Membership Type** | **Expiry date of Membership** | **Membership Number** |
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| **Relevant Skills and Experience** |
| **Please demonstrate here how you meet the criteria on the person specification giving specific examples to support your answer. You can include experience or knowledge you have gained through paid or unpaid work. This statement will be used to assess whether you will be invited to interview/assessment.** |
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| **Relevant Skills and Experience (cont.)** |
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| **References** |
| **Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history please provide a character reference. This should not be a friend or family member.**  **As part of our commitment to safeguarding and the Department for Education’s Keeping children safe in education statutory guidance (September 2018), references may be taken up for shortlisted candidates prior to interview.**  **Please note – by providing this information you are agreeing you have gained the consent of your referees to share their personal data with the School.** |

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| **Reference 1** | |
| **Referee name** |  |
| **Organisation** |  |
| **Job title** |  |
| **Type of reference (employer/character/other)** |  |
| **E-mail** |  |
| **Daytime Phone number** |  |
| **Address line 1** |  |
| **Address line 2** |  |
| **Post code** |  |
| **Are we able to approach this referee? (yes/no)** |  |

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| **Reference 2** | |
| **Referee name** |  | |
| **Organisation** |  | |
| **Job title** |  | |
| **Type of reference (employer/character/other)** |  | |
| **E-mail** |  | |
| **Daytime Phone number** |  | |
| **Address line 1** |  | |
| **Address line 2** |  | |
| **Post code** |  | |
| **Are we able to approach this referee? (yes/no)** |  | |

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| **Self Declaration of Suitability to Work in Posts Requiring a Disclosure and Barring Service Check** | |
| As the work of this post involves working with children, adults at risk or in a position of trust, it is exempt from the provisions of the Rehabilitation of Offenders Act 1974. The organisation will request a Disclosure and Barring Service (DBS) certificate revealing criminal convictions.  Where this post meets the definition of Regulated Activity (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked. You must disclose details of all unfiltered reprimands, formal warnings, cautions and convictions as these will be disclosed by the DBS.  Details of positions requiring a DBS certificate can be found here:  <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>  For information regarding filtering of convictions please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates).  Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer in relation to this form. | |
| **Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?** | **YES / NO** |
| **If ‘Yes’, please give full details below:** | |
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| **Declaration** | | |
| **I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.**  **I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.**  **I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. (Please note application forms submitted electronically/online will require to be signed should you progress to the next stage of the process).** | | |
| **I Agree to the above declaration:** | **YES** | **NO** |
| **Date:** |  | |

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| **DATA PROTECTION**  **FAIR PROCESSING NOTICE**  All information supplied on this application form may be held and used for recruitment, selection and employment related purposes. Specifically, personal information collected will be used to:  • Assess your suitability for the job applied for  • To verify the accuracy of information you provide  • Comply with relevant laws or regulations  • Check and verify your identity  • Produce and monitor equal opportunities statistics  Your application may be reviewed and held via paper form or electronically.  The information you provide may be shared with third party individuals or organisations working in partnership with recruiting organisations to assist them in the recruitment process. This could include screening and interviewing prospective employees, medical checks or background checks.  For unsuccessful candidates your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.  For successful candidates, personal data captured throughout the recruitment process will be transferred to the HR and payroll system for the purpose of creating an employee record.  Under the Data Protection Legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>  Information about how we use your data can be provided by contacting the School at vacancy@alderbrook.solihull.sch.uk. |



**Recruitment Monitoring Form**

**As part of our equal opportunities policy we request that you complete the following information. This information is for monitoring purposes only. All information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.**

**There is no obligation on you to provide this information. All applicants will be treated the same regardless of whether or not they provide this information. Thank you for your assistance.**

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| **Job Details** | | |
| Job Title: |  | |
| Job reference number: |  | |
|  | | |
| **Gender (*Please indicate with a √ )*** | | |
| **Male** | |  |
| **Female** | |  |
| **Prefer not to say** | |  |

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| **Age Range (*Please indicate with a √ )*** | |
| **16 - 17** |  |
| **18 - 24** |  |
| **25 - 29** |  |
| **30 - 39** |  |
| **40 - 49** |  |
| **50 - 59** |  |
| **60 - 64** |  |
| **65+** |  |

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| **Ethnic Origin (*Please indicate with a √ )*** | | |
| **I would describe my Ethnic Origin as:** | | |
| **WHITE** | **Welsh/English/Scottish/Northern Irish/British** |  |
| **Irish** |  |
| **Gypsy or Irish traveller** |  |
| **Other White background** |  |
| **MIXED ETHNIC GROUPS** | **White and Black African** |  |
| **White and Asian** |  |
| **White and Black Caribbean** |  |
| **Other** |  |
| **ASIAN OR ASIAN BRITISH** | **Bangladeshi** |  |
| **Chinese** |  |
| **Indian** |  |
| **Pakistani** |  |
| **Other** |  |
| **BLACK OR BLACK BRITISH** | **African** |  |
| **Caribbean** |  |
| **Other** |  |
| **OTHER ETHNIC GROUP** | **Arab** |  |
| **Other Ethnic Group** |  |
| **PREFER NOT TO SAY** |  |  |

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| **Disability** | | |
| **Do you consider yourself to have a disability within the terms of the Equality Act 2010? Disability in this context is defined as any physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on your ability to carry out normal day-to-day activities.** | **Yes** |  |
| **No** |  |
| **Prefer Not to Say** |  |
| **If yes, please indicate which category best describes your disability *(please indicate with a √ )*:** | | |
| **Visual Impairment (not corrected by spectacles or contact lenses)** |  | |
| **Hearing Impairment** |  | |
| **Learning Difficulties** |  | |
| **Learning Disability** |  | |
| **Long standing illness or Health Condition** |  | |
| **Mental Health Condition** |  | |
| **Mental Illness** |  | |
| **Mobility Impairment** |  | |
| **Neurological Condition** |  | |
| **Physical Co-ordination difficulties** |  | |
| **Physical Impairment** |  | |
| **Reduced Physical capacity** |  | |
| **Speech Impairment** |  | |
| **Sensory Impairment** |  | |
| **Visual impairment (not corrected by spectacles)** |  | |
| **Prefer not to say** |  | |
| **Other** |  | |

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| **Sexual Orientation (*Please indicate with a √ )*** | |
| **Bisexual** |  |
| **Gay woman/ Lesbian** |  |
| **Gay man** |  |
| **Heterosexual/straight** |  |
| **Prefer not to say** |  |

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| **Religion or Belief (*Please indicate with a √ )*** | |
| **Buddhist** |  |
| **Christian** |  |
| **Hindu** |  |
| **Jewish** |  |
| **Muslim** |  |
| **Sikh** |  |
| **Other** |  |
| **No religion or belief** |  |
| **Prefer not to say** |  |

Thank you.