

# Support Staff Application Form

Sir Robert Pattinson Academy  
Moor Lane  
North Hykeham  
Lincoln  
LN6 9AF



The information you provide on this form will be used as part of our recruitment process and will be kept in confidence.  
Please see our Data Protection Notice for more details.

**POSITION APPLIED FOR:**

## PERSONAL DETAILS

Surname \_\_\_\_\_ Title Mr/Mrs/Miss/Ms or other \_\_\_\_\_

Forename(s) \_\_\_\_\_ Former names (if applicable) \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Mobile Tel Number \_\_\_\_\_ Email \_\_\_\_\_

Please state if you require a work permit to work in the UK. Yes  No

## REFEREES

These should be of appropriate standing with direct knowledge of your professional work and should include your present employer. By completing this form, you warrant that you have obtained the express consent from each referee to provide their details to us and they have consented to us contacting them for purposes connected with the processing and validation of this application.

Name \_\_\_\_\_ Name \_\_\_\_\_

Job Title \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel Number \_\_\_\_\_ Tel Number \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Do you object to referees being contacted before interviews? (1) Yes/No (2) Yes/No

**EDUCATION / QUALIFICATIONS**

Start with your secondary education and then include FE/Higher and initial teacher training.

Secondary Schools, Colleges and Universities	Dates		Details of examinations passed & qualifications obtained including grade
	From	To	

**CONTINUING EDUCATION / IN-SERVICE TRAINING / OTHER RELEVANT QUALIFICATIONS**

Please give details of all courses (included the month/year) attended of at least one day over the last two years. Continue on a separate sheet if necessary.

**PRESENT EMPLOYMENT**

Present Job Title \_\_\_\_\_

Date Appointed to post \_\_\_\_\_ Current Salary £ \_\_\_\_\_

Part time / Job Share Yes  No  FTE \_\_\_\_\_ Notice required \_\_\_\_\_

Name of Employer \_\_\_\_\_

Type of Employer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel Number \_\_\_\_\_

Key responsibilities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT / VOLUNTARY EMPLOYMENT**

Please provide a full history, in chronological order, since leaving secondary education, including periods of any post-secondary education / training and part-time work, as well as full time employment, with start and end dates and reason for leaving. Please provide an explanation for any periods not in employment or education / training. Continue on a separate sheet if required.

Job Title or Position	Name and Address of Employer	Number on Roll <i>(If school)</i>	Full/Part Time	Dates		Reason for Leaving
				From	To	

Have you been the subject of a capability, disciplinary or support plan process (either investigatory, formal or informal) within the last two years? YES / NO

If yes, please provide details:

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### **SUPPORTING STATEMENT**

Please give details of your experience, skills, abilities and any other additional information which you think would be useful in this job. You should cover the points listed in the Person Specification and include any additional information, e.g. languages spoken. ***Please continue on a separate sheet if necessary.*** .

**REHABILITATION OF OFFENDERS ACT 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, the self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

**COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

As Sir Robert Pattinson Academy meets the requirements in respect of exempted occupations under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a Disclosure and Barring Check from the Disclosure and Barring Service before the appointment is confirmed.

You are required to disclose if you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined above. Any information disclosed will be kept confidential and used only in connection with the application.

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**

YES / NO (delete as appropriate)

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**

YES / NO (delete as appropriate)

**Have you, in the last 1 year, been the subject of any criminal investigation, whether or not you were charged, which pertained to allegations of a serious nature or involved an allegation of sexual misconduct or violence on your behalf?**

YES / NO (delete as appropriate)

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. This envelope will only be opened in the event you are shortlisted for interview.

You must give us permission to carry out a Disclosure and Barring (DBS) check before you commence your employment with the Academy. Where you are registered with the online Update Service with the DBS, you must give us permission to check your status online upon offer of employment. The successful candidate will be unable to take up the appointment until disclosure information has been received by the Academy.

The Disclosure and Barring Service (DBS) are responsible for compiling, maintaining, and checking the barred lists. The aim of barred lists is to prevent unsuitable people from working with children or vulnerable adults. If an individual's name appears on one of the barred lists, they are automatically disqualified from any role that involves working with either vulnerable group.

Applicants who have lived or worked abroad may also be asked to obtain a Certificate of Good Conduct from the country, or countries, in which they have lived and/or worked.

**MEDICAL INFORMATION**

Do you consider you have a disability as defined in the Equality Act 2010 that may require us to make reasonable adjustments to the recruitment / interview process or when attending the Academy's premises? YES/NO

If so, please tell us of any arrangements you would like us to make.

If you have suffered from any medical condition which has affected or might in future affect your performance, please give details.

Please give details of any absence through ill health, including injury or disability [longer than ten consecutive days] over the past three years.

**INTERNET SEARCHES**

In line with updated Keeping Children Safe in Education Guidance for September 2024, Sir Robert Pattinson will conduct online searches of **shortlisted candidates** for information that is publicly available. We will limit our search to information that is publicly available, and we will not ask for access to private account information.

If you have any concerns about this, please raise it with our HR Manager via [recruitment@srpa.co.uk](mailto:recruitment@srpa.co.uk) or on 01522 882020.

**DECLARATION**

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false or misleading statements could affect my future employment. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file in accordance with the notice below.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

## **DATA PROTECTION PRIVACY NOTICE**

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR). Please ensure that you read this notice (referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### **Who collects the information?**

Sir Robert Pattinson Academy (the 'Academy') is a 'controller' of data under the GDPR and gathers and uses certain information about you. In this notice, references to 'we' or 'us' mean the Academy.

### **How we collect information**

We may collect this information from you, your referees (details of whom you will have provided), your education provider; the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

### **Why we collect the information and how we use it**

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Privacy Notice):

- to take steps to enter into a contract of employment with you;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest, such as ensuring your suitability to work with children; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms. We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with Ofsted or the Local Authority. For more information, please see our Privacy Notice.

### **How long do we keep such information?**

The information we process at recruitment stage, including this form, will be kept on your file throughout the duration of your employment and for a period of 3 years thereafter.

### **More Information**

If you require any further information on how we collect and process your personal data, and to exercise your statutory rights in connection with such data, please contact Mrs Gothorp on 01522 882020.