**OMG Education Independent School**

**Application for Employment - Support Staff**

**OMG is committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants must undertake safer recruitment checks, including social media and criminal record checks.**

**Please read the information and guidance given on this form carefully. Your application will be rejected if it is not completed correctly. If handwritten, please complete it in block capitals and black ink. If completing it electronically, please DO NOT complete it in capitals. Please return your completed form to** [**hr@omg.school**](mailto:hr@omg.school)**.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A** | | **Job Details** | | | | | | | |
| **Job applied for:** | | | | | |  | | | |
|  | | | | | | | | | |
| **SECTION B** | | **Personal Information** | | | | | | | |
| **Surname:** | | | | | |  | | | |
| **First Name:** | | | | | |  | | | |
| **Date of Birth** | | | | | |  | | | |
| **What title do you use?**  **(For e.g. Mr/Mrs/Miss/Ms/Dr):** | | | | | |  | | | |
| **Address (including postcode):** | | | | | |  | | | |
| **How may we contact you quickly:** | | | | | | **Daytime** | | | **Evening** |
| **Telephone Number:** | | | | | |  | | |  |
| **Mobile Number:** | | | | | |  | | |  |
| **Email Address:**  **Please note that this will be used wherever possible to contact you during the recruitment process.** | | | | | |  | | | |
| **National Insurance Number:** | | | | | |  | | | |
| **SECTION C** | **Current or most recent Employment/Voluntary Work** | | | | | | | | |
| **Name and address of school/organisation:** | | | | | **Job Title:** | | | **Current Salary/Pay Rate:** | |
|  | | | | |  | | |  | |
| **Date of appointment:** | | | **Length of notice:** | |
|  | | |  | |
| **A brief summary of duties and responsibilities** (List any duties you consider relevant to the post you are applying for. Provide details of any other jobs (paid or unpaid) that you intend to continue doing (Working Time Regulations require us to monitor the hours you work each week, including those you work in other organisations)**:** | | | | | | | | | |
| **Are you currently in employment?** | | | **Yes  No** | **If no, please state the date when the last employment ended and the reason:** | | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION D** | **Educational and Professional/Specialist Qualifications** | | | |
| **Please list details relevant to this post in chronological order. If short-listed, you must bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example, NVQ, GCSE, A level, Degree)** | **Grade/Result received:** | **Date completed** | |
|  | |  |  |  | |
|  | |  |  |  | |
|  | |  |  |  | |
|  | |  |  |  | |
|  | |  |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION E** | **Training relevant to this post.** (Please use an additional sheet if necessary) | | | |
| **Name of Organisation:** | | **Name of specialist training courses:** | **Result received:** | **Date completed** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION F** | **Employment History** (Please use an additional sheet if necessary) | | | | |
| **Please give details of your full employment history in date order, starting with the most recent.**  **You must list all employment, career breaks, periods of unemployment, education, and voluntary work since leaving secondary education without any gaps.**  (Please use an additional sheet if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates:** | | **Your role:** | **Reason for leaving:** |
| **From:**  **(Date/Month/Year)** | **To:**  **(Date/Month/Year)** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
| **Please give details and reasons of any gaps in work history:** | | | | | |

|  |  |
| --- | --- |
| **SECTION G** | **Additional information** |
| **This is a very important section. Please follow these instructions carefully. Failure on your part to do so will result in the rejection of your application.**  You must convince the shortlisting panel that you meet each selection criteria, ideally by giving practical examples, to have a chance of reaching the interview stage. The Person's Specifications and Job Description are in the information pack. Please use these to make your application. You may find that you repeat information when saying how you meet the different criteria. This does not matter. You must show how you meet each criterion separately, regardless of what you may have said elsewhere on the form. Please use extra sheets as necessary. **DO NOT ATTACH A CV. It will not be considered.**  **REMEMBER: Please address each criterion separately. If you do not do this, your application form will be rejected.** | |
| **Please continue on separate sheets as necessary.** | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION H** | **References** | | | | | | | |
| Please give the names of two referees who can provide professional or educational references.   * The first **must** be from your **present or last employer/voluntary organisation.** If you cannot give an employer, please provide the name of someone who can provide an educational reference. **If you are currently working in Education, your reference should be the Head Teacher/Principal of the Establishment** * The second should be a previous employer. If you cannot provide a previous employer, please provide either an educational referee or the name of someone who has known you for 3 years and can provide a character reference. * If neither of the two referees given have known you for a period of 3 years or more, please provide an additional referee. This could be a further previous employer, an educational referee, or someone who has known you for 3 years who can provide a character reference.   The person you name must hold a managerial or personnel position in that organisation and have access to your records. Please inform any educational/character referees that you have given their name and confirm that they are happy to provide a reference.  The employment referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns and, if so, the outcome of any enquiry or disciplinary procedure.  **Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for an appointment in these circumstances, we will then seek to gain your current employer as a referee.** Failure to comply with these instructions may cause a delay in joining the school.    **PLEASE NOTE THAT OMG reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply. No referee you give should be related to you.** | | | | | | | | |
| **Referee from Present or Last Employer/Voluntary Organisation (see guidance above)** | | | | | | | | |
| **Referee Name:** | |  | **Job Title:** | | |  | | |
| **Organisation Name:** | |  | | | | | | |
| **Address (including postcode):** | |  | | | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Professional/Organisation Email Address:** | |  | **Type of reference:** | | | | **Employer**  **Educational**  **Character** | |
| **I agree to this reference being taken prior to my interview** | | | | **Yes  No** | | | | | |
| **Second Referee (This should be your previous employer – see guidance above)** | | | | | | | | |
| **Referee Name:** | |  | **Job Title:** | | |  | | |
| **Organisation Name:** | |  | | | | | | |
| **Address (including postcode):** | |  | | | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Professional/Organisation Email Address:** | |  | **Type of reference:** | | | | **Employer**  **Educational**  **Character** | |
| **I agree to this reference being taken prior to my interview** | | | | **Yes  No** | | | | | |
| **Additional Referee – Please provide an additional referee if neither of the two referees above has known you for a period of 3 years or more (see guidance above)** | | | | | | | | |
| **Referee Name:** | |  | **Job Title:** | | |  | | |
| **Organisation Name:** | |  | | | | | | |
| **Address (including postcode):** | |  | | | | **Telephone Number:** | |  |
| **Length of time known:** | |  |
| **Professional/Organisation Email Address:** | |  | **Type of reference:** | | | | **Employer**  **Educational**  **Character** | |
| **I agree to this reference being taken prior to any interview** | | | | | **Yes  No** | | | | |

|  |  |  |
| --- | --- | --- |
| **SECTION I** | **Further Information** | |
| 1. Your job may require you to travel. Would this present any difficulty for you? | | **Yes  No** |
| 1. Are you subject to any legal restrictions with respect to your employment in the UK?   You will be required to provide evidence of your eligibility to work in the UK, and any information you provide may be checked with the Home Office or the Immigration Service. | | **Yes  No** |
| 1. Are you related to or have a close relationship with any staff member at OMG? | | **Yes  No** |
| 1. Do you hold any other appointment that would continue if you were appointed to this job? | | **Yes  No** |
| **If you have answered 'yes' to questions 1, 2, 3, and 4, please give details below:** | | |
| 1. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’. You will be required at the interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bindovers, warnings/ cautions or reprimands.   Do you understand the above and agree to declare this information? | | **Yes  No** |
| 1. DISCLOSURE AND BARRING AND RECRUITMENT CHECKS   OMG is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 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 a barred list.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the OMG’s privacy notice.  **Do you have a DBS certificate?** | | **Yes  No**  **Date of check:** |
| 1. **Do you have the right to work in the UK?**   **If yes, please state on what basis:**  UK citizen  EU settled status  Skilled worker visa  Other – **Please provide full details below:** | | **Yes  No** |
| 1. If you’ve lived or worked outside of the UK in the last 5 years, OMG may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.   **Have you lived or worked outside of the UK in the last 5 years?**  **If yes, please give details, including countries and relevant dates:** | | **Yes  No** |
| Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. | | |

|  |  |  |
| --- | --- | --- |
| **SECTION J** | **Declaration** | |
| To the best of my knowledge and belief, the information on this application form and supplied with it is correct.  I understand that any subsequent employment contract with the school will be made only on this basis and that I could be dismissed if I falsify or deliberately omit any relevant information.  **If you lobby directly or indirectly in connection with your application, you will be disqualified.** | | |
| **Signature:** | | **Date:** |

|  |
| --- |
| **Data Protection Act 2018: Assurance of Fair Processing:** We will hold the details you supply on this and related forms in computerised records. This will allow us to provide pay, human resources, and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource-related matters.  We will safeguard personal details and not divulge them to other individuals or organisations for any other purposes. |

***Please scroll to the next page.***

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application form and used solely for monitoring purposes and to verify your identity; we will not make this information available to those involved in the selection process for the job you are applying for.

OMG Education recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion, or belief. We have an Equal Opportunities Policy, which aims to ensure that we treat everyone fairly.

Please answer the questions below to help us monitor this Policy. Your application will be considered if you complete Section A. Completion of Section B is at your discretion.

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION A** |  | | |
| **Your full name:** | | **Title:** | **Date of Birth:** |
| **Gender (please specify):** | |  | |
| **Other names you have been known by:** | | | |
| **Please state where you saw this post advertised:** | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION B** | |  | | | | | | | | | | | | |
| **a) Ethnic Classification:** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | | | | | | |
| **Asian/Asian British** | Indian | | |  | Pakistani | | |  | Bangladeshi | |  | Other Asian background, please specify |  | |
| **Black/Black British** | Caribbean | | |  | African | | |  | Any other Black background | |  | Please specify background |  | |
| **Chinese or other Ethnic**  **Group** | Chinese | | |  | Any other Ethnic group | | | | | |  | Please specify Ethnic Group |  | |
| **Mixed** | White and Black Caribbean | | |  | White and Black African | | |  | White and Asian | |  | Other Mixed background, please specify |  | |
| **White** | British | | |  | Irish | | |  | Any other Mixed background | |  | Please specify background |  | |
| **b) Disability** The Disability Discrimination Act defines disability as a physical or mental impairment that has a substantial and long-term effect on a person’s ability to carry out day-to-day activities. | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability under the Disability Discrimination Act 1995?** (Please select Yes/No as appropriate) | | | | | | | | | | | | **Yes** | **No** | |
| **If you have answered 'yes,' please complete the form overleaf.** | | | | | | | | | | | | | | |
| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | | | | | | | | | |
| **Lesbian** |  | | **Gay Man** | | |  | **Bisexual** | | |  | **Heterosexual** | | |  |
| **d) Religion/Faith/Belief:** Which of the following groups do you feel best describes your religion/faith/belief?Religion/Faith/Belief? | | | | | | | | | | | | | | |
| **Buddhist** |  | | **Christian** | | |  | **Hindu** | | |  | **Jewish** | | |  |
| **Muslim** |  | | **Sikh** | | |  | **No Religion** | | |  | **Other,** please specify | |  | |

**Guaranteed Interview Scheme**

OMG Education is committed to the employment and career development of disabled people. We guarantee an interview with anyone with a disability whose application meets the post's criteria.

**What do we mean by disability?**

The Disability Discrimination Act of 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

**How do I apply?**

Simply complete this section, read the declaration below, and sign.

|  |
| --- |
| **Please give details of your disability:** |
|  |
| **Are there any arrangements that may be required to be made should you be invited for an interview?** |
|  |

We will try to provide access, equipment, or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

|  |
| --- |
| **Declaration:** |
| I consider myself to have a disability as defined above, and I would like to apply under the Guaranteed Interview Scheme: |
| **Signature:** |
| **Name:** |
| **Date:** |

**Any false declaration of disability to obtain an interview will invalidate any employment contract.**