



# Ocker Hill Academy

## Application Form

### VACANCY INFORMATION

Application for the post of: OHA022 – Lunchtime Supervisory Assistant

Closing Date: 4<sup>th</sup> May 2026

Where did you first hear about this job?

### 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 & 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 or see [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, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

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.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

All information provided by applicants and the DBS will be treated in strictest confidence in accordance with the DBS's Code of Practice.

### IMMIGRATION (RESTRICTIONS ON EMPLOYMENT) ORDER 2007

We are legally obliged to ask you to provide evidence of your right of work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport or UK birth certificate combined with an official document giving your NI number. Further details are available from the UK Visa & Immigration Website.

## DATA PROTECTION ACT

This information will be processed and stored for the purpose of recruitment and employment with Ocker Hill Academy. All personal and sensitive information will be processed in accordance with the Data Protection Act 2018 and GDPR 2018. It is your responsibility to notify the Principal of any changes to your personal information that we hold about you. For more information on our procedures, and what we do with your data, please refer to a copy of our Privacy Notice. For any other enquiry relating to Data Protection matters, including Subject Access Requests, please contact the Data Protection Officer at [gdpr@sips.co.uk](mailto:gdpr@sips.co.uk)

## SAFEGUARDING

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

A copy of our Child Protection and Safeguarding Policy can be found on the Ocker Hill Academy website at <https://ockerhill.academy>

In line with Keeping Children Safe in Education, an online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the chance to discuss any issues of concern that come up during the search at interview.

## DECLARATION

I hereby consent to Ocker Hill Academy and relevant organisations processing and retaining the data contained within this form for recruitment, selection and employment related purposes only.

I declare that all the 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).

## SIGN AND DATE

Name (please print):

Sign:

Date:

## Instructions

Please complete all sections of this form using black ink or type.

Applications will only be accepted if they are completed in full.

### 1. Personal details

PERSONAL DETAILS	
<b>First name</b>	
<b>Surname</b>	
<b>Preferred title</b>	
<b>Previous names</b>	
<b>If you prefer to be called by a name other than the one listed above, please specify</b>	

CONTACT DETAILS	
<b>Address</b>	
<b>Postcode</b>	
<b>Home phone</b>	
<b>Mobile phone</b>	
<b>Email address</b>	
<b>National Insurance Number</b>	

RELATIONSHIP TO THE OCKER HILL ACADEMY
<p>Please list any personal relationships that exist between you and any of the following members of the Academy community:</p> <ul style="list-style-type: none"><li>• Governors/trustees</li><li>• Local governors</li><li>• Staff</li></ul>

- Pupils

If you have a relationship with a governor, trustee, or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at Ocker Hill Academy





## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

## TEACHER STATUS

<b>Teacher reference number</b>	
<b>Do you have QTS?</b>	
<b>Date of QTS</b>	
<b>Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?</b>	
<b>Are you subject to a Teaching Regulation Agency (TRA) sanction or restriction?</b>	

## ADDITIONAL INFORMATION

Please explain why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

You may wish to discuss additional skills or relevant special interests.

## References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If your current or last employment was in a school, the referee **must** be from this school/academy (Head Teacher/Principal). If you've not previously been employed, please provide details of another suitable referee.

Ocker Hill Academy reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box: