|  |  |
| --- | --- |
| https://lh4.googleusercontent.com/9hN2_C2y7HNLGk7SU7dS-eQdCaUNv23uf5EQemb_8fjz25IYWaCd7zQRLsmirqUwHzsOnYqsKtFubIvgWX88jNaBY7TxsyzO_OZj6WKcNMo3_LaA0A-XiWT0I-gLVz2XIsXe5Nu0ky-CH8b4r676YEfui73ETZo5kGL-8Nz9YZccTD3P7bRmw9EmpyxIlA | **Job Application Form**  **Support Staff Posts**  *Confidential* |

|  |
| --- |
| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. |

|  |  |
| --- | --- |
| **Details of Post Applied For:** | |
| Job Title |  |
| Job Reference Number (if any) |  |
| Please confirm the date you would be able to start work, if successful |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details:** | | | | | | | | | | |
| Title |  | | First Name(s) | | |  | | | | |
| Surname | |  | | | | | | | Date of Birth[[1]](#footnote-1) |  |
| If you have previously been known by another name, please specify: | | | |  | | | | | | |
| Address | |  | | | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | |
| Daytime Contact Number: | | |  | | | | | |
| Evening Contact Number: | | |  | | | | | |
| Mobile Number (if different): | | |  | | | | | |
| Email Address: | | |  | | | | | |
| Do you currently have the right to work in the UK? | | | | | YES | | NO | If no, please specify your circumstances below: | | |
|  | | | | | |
| National Insurance number | | | | |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and Qualifications:** | | | |
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g., School, College or University) | Dates Attended | | Courses/Subjects Taken; Awarding Body and Examination Results or Award |
| From (Month/Year) | To (Month/Year) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Development:** | | | | |
| Please give details of any courses undertaken which you have not detailed elsewhere and which you consider to be relevant to this application. | | | | |
| Course Title | Course Provider | Dates Attended | | Award (if any) |
| From (Month/Year) | To (Month/Year) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Employment History:** |
| Please give details of **all periods of employment** you have undertaken since leaving secondary education. List the information in reverse chronological order (i.e., with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

| Employer’s Name and Address | Dates Employed from and To (Month/Year) | Position Held | Salary and Benefits | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Periods When Not Working:** | | |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
|  |  |  |

|  |
| --- |
| **Statement of Application:** |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post. * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application. * Details of any relevant interests or activities. |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Referees:** | | | | | | | | | | | |
| * References will be sought for candidates once the position has been offered. * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. Referees will also be asked for information about: * all disciplinary offences (including those where the penalty is “time expired” if related to children); and * all child protection allegations including the outcome of any child protection investigations. * Please do not name relatives or people acting solely in their capacity as friends as your referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | | | | | | | | | | |
| **Referee 1** | | | | | | **Referee 2** | | | | | |
| Title (Miss/Mr etc) | | | | |  | Title (Miss/Mr etc) | | | | |  |
| Name |  | | | | | Name |  | | | | |
| Role | | |  | | | Role | | |  | | |
| Address | |  | | | | Address | |  | | | |
| Tel. Number | | | |  | | Tel. Number | | | |  | |
| Fax Number | | | |  | | Fax Number | | | |  | |
| Email Address | | | |  | | Email Address | | | |  | |
| In what capacity do you know the referee? | | | |  | | In what capacity do you know the referee? | | | |  | |

|  |
| --- |
| **Online Searches following shortlisting:** |
| In line with the Keeping Children Safe in Education statutory guidance the trust will conduct online searches prior to interview as part of its due diligence on shortlisted candidates.  No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of therecruitment process.  All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken. |

| **Reasonable Adjustments to the Shortlisting Process:** |
| --- |
| We are an equal opportunities employer. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to any disability that you may have. |
|  |
| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |
| **Rehabilitation of Offenders Act 1974** |
| *If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.*  *Guidance about whether a conviction or caution should be disclosed can be found on the* [*Ministry of Justice website.*](https://www.gov.uk/government/publications/disclosing-your-criminal-record-guidance-for-those-with-offences)  *If you are invited for interview, you will be asked to complete and return the Criminal Record Declaration Form 48 hours prior to the date of your interview.*  *In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.* |

|  |
| --- |
| **Declarations:** |

|  |  |
| --- | --- |
| **This post is** **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.  If you are shortlisted for interview you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out\*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any other information that would suggest that you may be unsuitable to work with children. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check\*\*, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.  \* *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are ‘protected’ meaning that they are not subject to disclosure to employers and cannot be taken into account.*  *All guidance and criteria on the filtering of these cautions and convictions can be found in the* [*DBS filtering collection on the Gov.uk website*](https://www.gov.uk/government/collections/dbs-filtering-guidance) *and further information on disclosing a criminal record can also be obtained from the* [*Ministry of Justice*](https://www.gov.uk/government/publications/disclosing-your-criminal-record-guidance-for-those-with-offences) *and Nacro:* [*www.nacro.org.uk*](http://www.nacro.org.uk)  **\*\*** *Please note updates to the Filtering rules, via the draft Police Act 1997 (Criminal Record Certificates: Relevant Matter) (Amendment) (England and Wales) Order 2023, mean that unspent convictions and cautions will appear on DBS checks even if they have previously been filtered off.*  **It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children.** | |
| Are you currently registered with the DBS Update Service? | YES/NO |

|  |  |
| --- | --- |
| **Declaration of Relationships:** | |
| Are you related to, or do you have a close personal relationship with, an existing member of staff or member of the board of governors? | YES / NO |
| If YES, please provide below his/her name and role, and state your relationship: | |
|  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I declare that the information I have given on this form is true and accurate. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. | | | | | |
| Signature of Applicant |  | Date |  | | |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.  **Thank you for your application.** | | | | | |
| **Retention of Application Forms:** | | | | | |
| As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | | | | YES | NO |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equality Monitoring Form** | | | | | | | | | | |
| We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** **For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you. | | | | | | | | | | |
| Post Applied For: |  | | | | | Where did you see this post advertised? | |  | | |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | | |
| **Gender:** | Female |  | Male |  | Prefer to self-describe | |  | | : |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age:** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Disability:** | Do you consider yourself to have a disability? | | | | Yes |  | No |  |  | | |
| **Ethnicity:** | How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census. | | | | | | | | | |
| **White** | | |  | **Asian / Asian British** | | | | | | |
| English / Welsh / Scottish / Northern Irish / British | |  |  | Indian | | | | | |  |
|  | Pakistani | | | | | |  |
| Irish | |  |  | Bangladeshi | | | | | |  |
| Gypsy or Irish Traveller | |  |  | Chinese | | | | | |  |
| Any other White background (specify if you wish): | |  |  | Any other Asian background (specify if you wish): | | | | | |  |
|  |
| **Mixed / Multiple Ethnic Groups** | | |  | **Black / African / Caribbean / Black British** | | | | | | |
| White and Black Caribbean | |  |  | African | | | | | |  |
| White and Black African | |  |  | Caribbean | | | | | |  |
| White and Asian | |  |  | Any other Black / African / Caribbean background (specify if you wish): | | | | | |  |
| Any other Mixed / Multiple ethnic background (specify if you wish): | |  |
| **Other Ethnic Group** | | | | | | |
|  | |  |  | Arab | | | | | |  |
|  | |  | Any other ethnic group (specify if you wish): | | | | | |  |
|  | |  |  |

|  |  |
| --- | --- |
| Ref No. *(For Office Use Only)* |  |

1. The Great Schools Trust complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age or any other protected characterstic. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE (“Keeping Children Safe in Education”). [↑](#footnote-ref-1)