

**SALFORD ACADEMY TRUST**

**APPLICATION FORM – SUPPORT STAFF**

**Section A**

**Salford Academy Trust recognises the value of, and seeks to achieve a diverse workforce that includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within our Trust is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. In order to ensure that all appointments are made on merit and our recruitment process provides equality of opportunity, the information contained in this section will not be provided to the shortlisting or interview panel at any point during the appointment process. The details you provide in this section will be treated confidentially but will be retained by the HR team as part of the personnel file of the successful candidate.**

**Part 1 – Personal Information**

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| Job Title: |  |
| Reference Number: |  |

|  |  |
| --- | --- |
| Title: |  |
| First Name(s): |  |
| Surname: |  |
| Previous Name(s): |  |
| Date of Birth: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| E-Mail Address: |  |
| National Insurance Number: |  |

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |
| Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of the establishment to which your application is being made or to any County Councillor or employee of Salford Council, Salford University or the Salford Academy Trust? If ‘yes’ please state the name(s) of the person(s) and relationship.  |  |

**Part 2 – Rehabilitation of Offenders**

**All posts within Salford Academy Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions, reprimands and bind-overs, including those regarded as spent and have an Enhanced DBS Disclosure. Decisions to appoint will be subject to consideration of the enhanced disclosure from the DBS.**

**Salford Academy Trust is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. However, failure to disclose any criminal convictions, in the event of your employment, may result in disciplinary action or dismissal without notice.**

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| In accordance with the Independent Safeguarding Authority Vetting and Barring Scheme, you are committing a criminal offence by knowingly engaging in regulated employment (i.e. working with children or vulnerable adults) if you have been barred from working with children or vulnerable adults. Are you currently barred from working with children or vulnerable adults? |  **Yes [ ]  No [ ]**  |

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| --- | --- |
| Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction? |  **Yes [ ]  No [ ]**  |
| If you have replied YES, to the above question, please give details: |
| *Nature of Offence i.e. conviction, caution, warning, allegation etc.* | *Offence* | *Date of Offence* | *Disposal* |
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**Only complete the following for application for posts working in the provision or management of:**

**1. Early years childcare, children up to 5 years (including education) and**

**2. Later years childcare, children up to 8 years (excluding education):**

|  |  |
| --- | --- |
| Are you disqualified from childcare, either directly or by association? |  **Yes [ ]  No [ ]**  |

**Part 3 – Eligibility to Work in UK**

**Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your eligibility to work in the UK.**

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| --- | --- |
| Do you have an entitlement to work in the UK? |  **Yes [ ]  No [ ]**  |

**Part 4 – Other Information**

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| --- | --- |
| Are you currently/have you previously been employed by this organisation? |  **Yes [ ]  No [ ]**  |
| If you have replied YES, to the above question, please give details: |
| *Date From* | *Date To* | *Reason for Leaving* |
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| --- | --- |
| Have you ever been dismissed from any employment for any reasons other than redundancy? |  **Yes [ ]  No [ ]**  |
| If you have replied YES, please give details including date, employer and reason: |
| *Date* | *Employer* | *Reason* |
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| Health/Medical Details |
| Successful applicants are required to complete a confidential medical questionnaire and may be required to undergo a medical examination. |

**Part 5 – Declaration**

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| Please read and place a cross in the box below to confirm you have read and agree with this statement. |
| * I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.
* I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge.
* I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

**YES [ ]**  |

**Part 6 – References**

**Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. If you are a school or college leaver, then your Headteacher or Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential.**

**References for shortlisted candidates will be sent for immediately after short listing. The only exception to this is where candidates have indicated on their application forms that that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made.**

**References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. We will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable. Once an offer of employment is made we will also approach your referees for information in relation to sickness absence.**

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| --- | --- |
| Do you give consent to us contacting your present employer prior to interview? |  **Yes [ ]  No [ ]**  |

*Referee 1*

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| --- | --- |
| Referee Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| E-Mail Address: |  |
| In what capacity do you know the referee?  |  |
| How long have you known them? |  |
| Are you related to, or the partner of this referee? |  **Yes [ ]  No [ ]**  |

*Referee 2*

|  |  |
| --- | --- |
| Referee Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| E-Mail Address: |  |
| In what capacity do you know the referee? |  |
| How long have you known them? |  |
| Are you related to, or the partner of this referee? |  **Yes [ ]  No [ ]**  |

**Part 7 – Disclosure**

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| Please read and place a cross in the box below to confirm you have read and agree with this statement. |
| I understand and agree to the Salford Academy Trust using this and other data to create and maintain records on me and for statistical purposes in accordance with the Data Protection Act 1998 and to assist with the prevention and detection of fraud. I agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter. Should I be employed I agree that this information will be kept for the duration of my employment and for a period of time following this. I am aware I have the right to request a copy of the data held on me. I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.**YES [ ]**  |

**Part 8 – Disability**

**Salford Academy Trust is committed to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.**

**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 or her ability to carry out normal day to day activities. (I.e. has lasted or is expected to last over 12 months). If you would like to declare your disability, please tick the appropriate box below.**

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| Do you consider yourself to be disabled according to the above definition? |  **Yes [ ]  No [ ]**  |
| If YES, how would you define your impairment? |  |
| Is there any information that we need in order to offer you a fair selection interview/process? |  |

**Section B**

**Part 1 – Employment History**

**This section will be used for short-listing purposes. Please list all jobs held starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history. Please indicate where you were and the dates of any gaps you may have.**

*Current Employment*

|  |  |
| --- | --- |
| Name of Employer: |  |
| Job Title: |  |
| Salary / Grade: |  |
| Date from (dd/mm/yyyy):  |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Period of Notice required (if applicable): |  |
| Reason for Leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

*Previous Employment*

|  |  |
| --- | --- |
| Name of Employer: |  |
| Job Title: |  |
| Salary / Grade: |  |
| Date from (dd/mm/yyyy):  |  |
| Date to (dd/mm/yyyy) (if applicable): |  |
| Period of Notice required (if applicable): |  |
| Reason for Leaving: |  |
| Please provide brief details of duties and responsibilities: |  |

*Previous Employment*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Name of Employment* | *Job Title & Salary* | *Date From/To* | *Age Range Taught* | *Status/Subject* | *Reason for Leaving* | *Description of Duties* |
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*Employment Gaps*

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| If there are any periods of time that have not been accounted for i.e. periods of travel, education or caring for others, please give details here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in your history of employment and other experience. This information may be checked. |
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**Part 2 – Qualifications, Education and Training**

**Successful candidates will be required to provide proof of qualifications. Apart from giving details of formal qualifications, mention any short, non-qualification courses that you have attended to improve your knowledge and skills if they are relevant to the job you are applying for.**

*Education*

|  |  |  |  |
| --- | --- | --- | --- |
| *Qualifications* | *Grade* | *Where Obtained* | *When Obtained (Date)* |
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*Membership of Professional Bodies*

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| --- | --- | --- | --- |
| *Professional Body* | *Level & Method of Membership* | *Membership Number* | *Date of Membership* |
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*Training and Development*

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| --- | --- | --- |
| *Subject* | *Provider* | *Date Attended* |
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**Part 3 – Supporting Information**

**This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.**

**Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.**

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| * Ensure that the information you provide is well organised and relevant and shows to the extent of your skills and experience necessary for the post.
* Give specific examples of the work you have been involved in, how you went about it and the outcome.
* Always remember to specify your responsibilities rather than those of your section or department.
* Use the person specification as a framework to complete your application.
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