Application for Support Staff Post

Co-op Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Please complete in black ink or type. If you are handwriting your application, please ensure that your writing is legible and attach additional sheets if necessary – making sure that your name and the post title are shown on each separate sheet.

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| Confidential  The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes. | For office use: |

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| If you are applying via an agency you must declare this. Otherwise, leave blank. | Agency: |

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| Position applied for  (including reference number if applicable) |  |

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| Personal Details | | | |
| Title: |  | First Names: |  |
| Surname: |  |
| Previous Name(s): |  | | |
| Address, inc. postcode: |  | Address for correspondence (if different): |  |
| Postcode: |  |
| Email address: |  | Home Telephone: |  |
| Mobile Telephone: |  |
| Please note that if an email address is provided all correspondence to you will be via email. Please tick this box if you **do not wish** to receive any email correspondence in regards to this post. | | | |

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| If selected for interview, are there any dates when it would be impossible for you to attend? |  | When would you be available for work / what is your notice period in current job? |  |

Employment History

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| Current or last employment | | | |
| Job Title: |  | Employer: |  |
| Salary: |  | Address: |  |
| Grade / Scale: |  |
| Full or part time? |  | Local Authority:  *(if applicable)* |  |
| Date started: |  | Date of leaving:  *(if applicable)* |  |
| Permanent or temporary? |  | Reason for leaving:  *(if applicable)* |  |
| Please give a brief description of current duties / responsibilities | | | |
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| Previous employment  Please list **all** previous employmentin date order, starting with the most recent. This can include paid work, voluntary work, or work at home. Please include any breaks in employment. | | | | |
| Dates (mm/yyyy) | | Name of Employer | Position held and main duties | Reason for leaving |
| From | To |
|  |  |  |  |  |

Education

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| --- | --- | --- |
| Please give details of your exam results from school / college / university here: | | |
| Subject | Grade | Year Awarded |
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Training and Qualifications

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| In addition to your education listed above, please show here that you have any other training and qualifications asked for in the person specification, including apprenticeships and membership of professional or technical bodies. Successful applicants will be required to provide proof of qualifications. | Year Awarded |
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| If there are any gaps in your employment or education history which are not included above, please explain them here |
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| Additional information in support of this application  This is your opportunity to tell us about yourself and why you are applying for a post with Co-op Academies Trust, and our academy in particular. Please refer to the job description and person specification, and describe how your **experience, knowledge and skills** meet the requirements for this job. *Note: these may have been gained through either work, education, home or voluntary activities.*  You may also use this space to provide any other information you wish to add in support of your application. You must not exceed two sides of A4 paper, including this page. |
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| References | | | |
| Please supply the names and contact details of two people who can comment on your suitability for this position. One should be your current or most recent employer. The two referees must be from two different organisations.  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, one referee should be your Headteacher or Tutor. References should come from your supervisor/manager or company HR department, not a work colleague. References will not be accepted from relatives (unless they are your employer), ex or current partners, or persons who only know you as a friend.  Please note:  (1) unless otherwise stated below, referees will usually be contacted if you are shortlisted for an interview. We do, however, understand that applicants may be reluctant for us to contact current employers prior to a position being offered and this will not disadvantage you.  (2) as this post involves working with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the school to discuss the issues. | | | |
| Name: |  | Position: |  |
| In what capacity do you know the referee: | |  | |
| Name of organisation: | |  | |
| Address: | |  | |
| Telephone number: | |  | |
| Email: | |  | |
| Can we contact this referee if you are shortlisted for interview? *(delete as applicable)* | | YES / NO | |

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| --- | --- | --- | --- |
| Name: |  | Position: |  |
| In what capacity do you know the referee: | |  | |
| Name of organisation: | |  | |
| Address: | |  | |
| Telephone number: | |  | |
| Email: | |  | |
| Can we contact this referee if you are shortlisted for interview? (delete as applicable) | | YES / NO | |

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| Eligibility to work in the UK |
| **For persons who are not British or EU nationals**  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 work entitlements.  Do you have entitlement to work in the UK? **YES / NO**  If you have any conditions related to your employment in the UK please give full details: |

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| Criminal Offences |
| The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post:  “The amendments  to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website.”  This means the onus is on you, the employee, to check what must and must not be disclosed when completing your declaration. You must declare any convictions which are unspent or not protected - for more information seehttp://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf. Failure to disclose any relevant convictions / reprimands / cautions / final warnings or any other relevant information, including criminal proceedings pending against you, may disqualify you from employment or result in your later dismissal.  **A statement of these details should be sent with your application under separate cover in an envelope marked “private and confidential – for the addressee only” in the top left hand corner, with “The Headteacher” in the centre of the envelope and with the words “conviction information” marked in the bottom left hand corner.**  Further information is contained in Co-op Academies Trust’s policy statement on the recruitment of ex-offenders, which is available on request. |

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| Declaration – *please read carefully* |
| For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Co-op Academies Trust relating to the subject matter of this form, being processed by them in administering and monitoring the recruitment & selection process. I also consent, should my application be successful, to relevant information from within this form being passed to a third party provider utilised by Co-op Academies Trust for the purposes of Disclosure and Barring Service (DBS) checking.  The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate. In line with the Data Protection Act 1998, in signing this declaration you agree to Co-op Academies Trust disclosing collated statistical information on equal opportunities monitoring of its recruitment processes, which does not identify you but may include your data alongside that of other applicants. This information will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.   |  |  | | --- | --- | | Signed: |  | | Print Name: |  | | Date: |  |   **In completing this signature section in word on this document and submitting your application electronically you are confirming that the information supplied is accurate and complete.** |

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| **Academy applied to:**  **Post:**  **Month / year:** | **For office use:**  **Invited for interview? YES / NO**  **Offered post? YES / NO** |

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| **Colleague Referral Scheme**  If you heard about this job from a friend or family member who already works at Co-op Academies Trust, please tell us who – so that we can say “thank you” to them if you are shortlisted for interview or appointed to the job. We will not speak to them about the contents or progress of your application. | |
| Their full name: | The academy they work at: |

Recruitment Monitoring Information

The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate. This information be used for recruitment monitoring, and will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.

If you are completing this form electronically, please double click the grey checkboxes and click on “checked” under default value on the window that appears.

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| Date of birth: | Current age: |

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| Gender | | | |
| Female | Male | TransFemale | TransMale |

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| Disability |

Co-op Academies Trust is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Equality Act 2010 states that someone is disabled if they have ***physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.***

Do you consider yourself to have a disability? **YES  NO**

If you are short-listed we will ask if you require adjustments to make the interview process accessible. If you are successfully appointed and you feel that due to the nature of your impairment you may not be able to do a certain aspect of the job, then the panel will give full consideration to reasonable adjustments – please use the space below to provide details of anything you wish to bring to the panel’s attention:

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| Faith/religion | | | | |
| Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | None  Prefer not to say | Any other religion: Please Specify    Application Reference Number |

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| Ethnic origin | | |
| ASIAN OR ASIAN BRITISH:  Indian  Pakistani  Bangladeshi  Other Asian – Please Specify: | BLACK OR BLACK BRITISH:  Caribbean  African  Other Black – Please Specify: | CHINESE:  Chinese  Other – Please Specify: |
| WHITE:  British  Irish  Other White – Please Specify: | MIXED:  White & Black Caribbean  White & Black African  White & Asian  Other Mixed – Please Specify: | OTHER ETHNIC GROUP:  Please Specify: |

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| Sexual orientation | | | | |
| Bisexual | Gay Man | Heterosexual | Lesbian | Prefer not to say |

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| External roles |
| Please use this space to provide details of any external roles you undertake, e.g. Territorial Army, Armed Forces Reservist, School Governor, Parish Councillor, Magistrate … |

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| Where did you see this post advertised? |