**CONFIDENTIAL**

**APPLICATION FORM FOR NON-TEACHING POST**

*(INCLUDING LEADERSHIP POSTS)*

***Please read the Application Guidance on final page of this application form before completing.***

|  |  |
| --- | --- |
| School Name  |       |
| **Post**  |      |
| **Reference Number** |        | **C****andidate Ref:** (Office Use Only) |       |

**1. PERSONAL DETAILS** *(please use block capitals)*

|  |  |
| --- | --- |
| **Last Name** |       |
| **First Name(s)** |       |
| **Home Address (incl. postcode)** |       |
| **National Insurance Number** |       |
| **Home Telephone Number** |       |
| **Work Telephone Number** |       |
| **Mobile Telephone Number** |       |
| **Email Address** |       |
| **Asylum and Immigration Act -** Please note that we can only consider applications from EU citizens and those holding valid UK visas.**Are you eligible to work in the UK? YES** **[ ]  NO** **[ ]** **If NO please specify your circumstances**      *(All successful applicants will be required to provide evidence of their entitlement to work in the UK)* |
| **Please indicate if you have any special requirements should you be required to attend an interview or other selection process as part of your application.**       |

**2. PRESENT APPOINTMENT** (*or most recent)*

|  |  |
| --- | --- |
| **Name of Employer** |       |
| **Post Held** |       | **Date Appointed** |       |
| **Responsibilities held****(if applicable)** |       |
| **Address** |       |
| **Present salary details** | **Salary Scale** |       |
|  | **Salary point** |       |
|  | **Additional allowances** |       |
|  | **Total salary****(If part time please specify FTE)** |       |
| **Date left (if applicable)**  |       | **Reason for leaving** |       |
| **Please state your notice period or confirm the date you would be available to start work, if successful.** |       |

**3. PREVIOUS EMPLOYMENT AND VOLUNTARY EXPERIENCE** *(Please start with most recent)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Job Title and Brief Summary of Duties** | **Period of Service** | **Reason for leaving** |
| **From** | **To** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**4. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University and Professional Education** | **From** | **To** | **Qualifications\* obtained***(including Subject, Awarding Body, Grades and dates)* |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

\* Certificates for qualifications shown as essential will be checked prior to appointment

**5. CURRENT STUDY (If any)**

|  |  |  |
| --- | --- | --- |
| **Qualification being Studied** | **Awarding Body** | **Expected Date of Completion** |
|       |       |       |

**6. SPECIALISED TRAINING AND PROFESSIONAL DEVELOPMENT**

*(Please give details of courses relevant to this application not covered in previous sections)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Awards *(if any)*** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
|       |       |       |       |       |

**7. MEMBERSHIP OF PROFESSIONAL BODIES**

*(Please include any registration numbers and renewal dates if applicable)*

|  |
| --- |
|       |

**8. STATEMENT OF APPLICATION**

|  |
| --- |
| **In support of your application, you are asked to complete a statement giving your reasons for applying for this post. Please provide a concise account of relevant experience, current duties or achievements in support of this application, addressing the essential experiences, skills etc. in the person specification. Please also include any appropriate voluntary and other interests (membership of relevant societies etc.)****If using an additional sheet ensure your name and the post you are applying for are included on the sheet.** |
|       |

**9. DISCLOSURE OF CRIMINAL CONVICTIONS – Rehabilitation of Offenders Act 1974**

|  |
| --- |
| **Star Academies is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.**All conditional offers of employment at Star Academies are subject to a Disclosure and Barring Service (DBS) enhanced check and Children’s Barred List check, where applicable. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. As part of our commitment to safeguarding, any applicants who are invited to interview are required to declare any relevant convictions, cautions, reprimands or final warnings, as well as any pending criminal proceedings or current police investigations. There is no requirement to disclose anything that would be currently filtered from the Police National Computer by the DBS. The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for a job as they are not legally required to disclose to organisations convictions that are ‘spent’ unless the job they are applying for is exempted from the Act. No two offences are exactly alike so the relevance of an individual’s criminal record will be different for each and every recruitment decision. Disclosure of a conviction, caution, reprimand or final warning will not automatically disqualify you from consideration, although having certain criminal convictions may preclude individuals from working in some posts which involve working with children. An offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since all positions in a school would be considered a “regulated position” under the Criminal Justice & Courts Services Act 2000. Applicants are advised that Star Academies actively promotes equality of opportunity for all by ensuring that criminal history is not included in the application form. This ensures the shortlisting panel will only ever select candidates for interview based on the information submitted as part of their application and the relevance of their skills, qualifications and experience. Any relevant disclosures will only be considered after the shortlisting process has been completed.If invited to interview, you will be asked to complete a DBS Self Disclosure Form and will be given detailed guidance on which cautions and convictions are relevant to the process. |
| **I confirm that if invited to interview, I understand that I will be required to complete a DBS Self Disclosure Form and return this to the school at least one day prior to the interview process.** **YES [ ]  NO [ ]**  |

**10. DECLARATION OF RELATIONSHIPS**

|  |  |
| --- | --- |
| **Are you related to or have a close personal relationship with member any of staff, trustee or governor of a Star Academies school?** |       |
| **If yes, please provide below his/her name and role and state your relationship** |
|       |

**11. REFEREES**

*(One of these should be your present or most recent employer. Please do not name relatives or people acting solely in their capacity as friends as referees)*

|  |  |
| --- | --- |
| **Referee 1 (present or most recent employer)** | **Referee 2** |
| **Name** |       | **Name** |       |
| **Position** |       | **Position** |       |
| **Address** |       | **Address** |       |
| **Telephone Number** |       | **Telephone Number** |       |
| **Email Address** |       | **Email Address** |       |
| **Relationship** |       | **Relationship** |       |
| **It is our policy, where possible to contact referees prior to interview. Please indicate here if you do not wish us to contact your present employer prior to interview.** |       |
| **If you are known to either referee by any other name please give details**      |

**12. DECLARATION**

|  |
| --- |
| Under the Data Protection Act 2018 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our School for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring. If you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 12 months from the closing date and then destroy it.*Under the Data Protection Act 2018 you have the right of access to any electronically and/or manually held information.*By signing the following declaration, you give permission for your details to be used in this way.I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal. |
| **SIGNATURE OF APPLICANT***If application is being emailed please insert electronic signature. If selected for interview you will be required to re-sign your application.*  |       |
| **DATE** |       |

***Thank you for your application.***

If you have not been contacted within 4 weeks of the closing date of the vacancy you should assume that your application has not been successful.

**CONFIDENTIAL**

**EQUALITY MONITORING FORM**

**This is removed from your application before the shortlisting stage**

Star Academies aims to be an equal opportunities employer, and selects staff on merit, irrespective of age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. In order to monitor the effectiveness of our equality policy, the Trust requests that all applicants complete this form. In accordance with Data Protection Act 2018, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

|  |  |
| --- | --- |
| **School Name**  |       |
| **Post**  |       |
| **Gender** | Male [ ]  Female [ ]  |
| **Age Group** | [ ]  16 - 24[ ]  25 - 34[ ]  35 – 44[ ]  45 - 54[ ]  55 - 65[ ]  65 + [ ]  Prefer not to say |
| **Do you consider that you have a disability under the Equality Act 2010?**“a physical or mental impairment which has a substantial and long-term adverse effect on the individual’s ability to carry out normal day-to-day activities”. |
| Yes [ ]  No [ ]  Prefer not to say [ ]  |
| **Ethnicity** *(Please tick one category)**These categories are recommended by the Equality and Human Rights Commisson.* | [ ]  White British[ ]  White Irish[ ]  White – any other background, please state:      [ ]  Mixed White and Black Caribbean[ ]  Mixed White and Black African[ ]  Mixed White and Asian[ ]  Mixed – any other background, please state:      [ ]  Asian or Asian British Indian[ ]  Asian or Asian British Pakistani[ ]  Asian or Asian British Bangladeshi[ ]  Any other Asian or Asian British background, please state:      [ ]  Black or Black British Caribbean[ ]  Black or Black British African[ ]  Any other Black or Black British background, please state:      [ ]  Chinese[ ]  Any other ethnic Group, please state:       |
| **Religion / Belief** | [ ]  No religion / belief[ ]  Christian[ ]  Buddhist[ ]  Hindu [ ]  Jewish[ ]  Muslim[ ]  Sikh[ ]  Other, please state:      [ ]  Prefer not to say |
| **Sexual Orientation** | [ ]  Heterosexual[ ]  Bisexual[ ]  Gay man[ ]  Gay woman / Lesbian [ ]  Prefer not to say |
| **Are you married or in a civil partnership?** | Yes [ ]  No [ ]  Prefer not to say [ ]  |
| **Gender identity** | Is your gender identity the same as the gender you were assigned at birth? |
| Yes [ ]  No [ ]  Prefer not to say [ ]  |
| **Where did you find out about this job?** |       |

**APPLICATION FOR EMPLOYMENT: NON TEACHING POST**

**APPLICATION GUIDANCE**

**Important Guidance on Completing this Application**

**General**

Your application form plays an important part in your selection and is the only basis for considering your initial suitability for the post. Please ensure your address all the essential requirements listed in the person specification for the post you are applying for.

Please use this application form by typing within the fields, if further space is required please continue on a separate sheet and ensure this additional information is clearly titled and referenced to the section if applies. Please also ensure your name and the post you are applying for are included on each additional sheet used.

Please do not send standard details of your own, i.e. curriculum vitae.

**Section 9. Disclosure of Criminal Convictions**

This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

**Section 11. References**

References will only be sought for short listed candidates. It is our policy to obtain references prior to interview unless indicated on the application form not to contact your present employer. The first reference **must** be your present or most recent employer.

If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.

If you are not currently working with children but have done so previously the second reference **must** be that employer.

Please do not give relatives or people solely in the capacity as friends as a referee.

Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.

Please remember to complete the Equality Monitoring Form, as this is essential for us to determine whether our Equal Opportunities Policy with regard to employment is working.

Completed Application Forms should be returned, as indicated in the advertisement.

If you require further additional guidance please use the contact number stated on the advertisement.

Thank you