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| **Recruitment Monitoring****Please provide the first part of your postcode i.e. OL12, BB6:**My postcode is: \_\_\_\_\_\_\_\_\_\_\_\_Job Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Academy/ Office Use |
| **Source of Application** How did you find out about this post? Please put a cross (X) next to the relevant item. |
| Your council jobs website |  | Job centre Plus |  |
| Times Educational Supplement |  | Please specify if TES online or paper copy |  |
| School Website |  | Other, please specify |  |
|  |  |  |  |
| **Gender / Age** |
| Are you male or female?  |  | Date of birth |  | Age |  |

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| **Race / Ethnicity** Please put a cross (X) next to ONE of the following |
| **1. White** | **3.** **Black or Black British** |
| 1.1 White British |  | 3.1 Black Caribbean |  |
| 1.2 White Irish |  | 3.2 Black African |  |
| 1.3 Any other white background |  | 3.3 Black British |  |
|  | 3.4 Any other Black background |  |
|  |
| **2. Asian or Asian British** | **4. Mixed** |
| 2.1 Pakistani |  | 4.2 White and Black Caribbean |  |
| 2.2 Bangladeshi |  | 4.2 White and Black African |  |
| 2.3 Kashmiri |  | 4.3 White and Asian |  |
| 2.4 Indian |  |  |  |
| 2.5 British Asian |  |
| 2.6 Any other Asian background |  | **5. Chinese or other Ethnic group** |
|  | 5.1 Chinese  |  |
| 5.2 Other Ethnic Group |  |
| **Religion** Please put a cross (X) next to ONE of the following |
| Christian (including CofE, Catholic, Protestant & all other Christian denominations) |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Hindu |  | None |  |
| Jewish |  | Any other religion (please indicate) |  |
| **Applicants with Disabilities** (Put a cross - X - in the appropriate boxes and give details if necessary)Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview. |
| Do you consider you have a disability?  | **Yes?** |  | **No?** |  |
| If you are shortlisted for interview, do you have any specific requirements? (e.g. wheelchair access, induction loop system, etc.) | **Yes?** |  | **No?** |  |
| If Yes please specify below |
| **Caring Responsibilities** |
| I look after children  | **Yes?** |  | **No?** |  |
| I help an adult with her/his daily routine  | **Yes?** |  | **No?** |  |

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| **Data Protection Act 1998**I consent to the data on this form being used for statistical purposes to assist Watergrove Trust in the monitoring of equality and diversity. |
| Signed  |  | Date |  |

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**Application Form - Support Staff**

Academy/

Office Use

 **Support Staff Posts are subject to Disclosure & Barring and background checks**

 **Please note that late applications and CVs cannot be accepted.**

**Please complete this application form in full.**

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| Application for the post of: |  |
| Pay scale: |  |
| Job Ref: |  | Academy: |  |

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| **Personal Details** |
| Mr/Mrs/Miss/Ms/Dr |  | Address including postcode |  |
| Surname |  |  |
| Forename names(s) |  |  |
| Previous Surname |  |  |
| Telephone no (Home) |  |  |
| Telephone no (Work) |  | E-mail address |  |
| Mobile |  | National. Ins. No. |  |

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| **Current Employment** This section MUST be completed in full. |

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| Date started in current post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer’s Name and Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Notice Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date left (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reason(s) for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Group size of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age Range Taught (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Address of Local Authority (If applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Qualifications & Training**  |
| The Person Specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with the most recent first. Please also provide information about the post-16 education and training you have received in this country or broad.You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of essential qualifications at interview. Degrees, relevant National Vocational Qualifications and Apprenticeships should be included in this section. **Add extra boxes or continue on separate sheet if required.** |
| School/College/University | Subject or Title of Qualification Course | **Qualification Obtained** | **Class of Degree** | **Full/Part time** | **Date(s)****awarded** |
|  |  |  |  |  |  |

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| **In Service Training/Continuing Professional Development** |
| Please provide information about training courses you have attended. This should be appropriate to the role you are applying for. **Add more rows or continue on a separate sheet if needed.** |
| **Title of Course** | **Date completed** | **Length of course** | **Organising Body** |
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| **Previous Employment**  |
| Please list below **all** your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. **Add extra boxes or continue on separate sheet if required.** |
| **Employer's name, and address** | **From/to****DD/MM/YY** | **Job Title** | **Reason for Leaving (must be stated)** | **Full/Part time** | **Salary Point** |
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| **Gaps/Breaks in Employment** |
| Please provide a written explanation of any gaps/breaks in your employment history, eg looking after children/family, gap year.  |

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| **Unpaid/Voluntary Experience**  |
| You may have also gained skills and experience to meet the person specification through unpaid/voluntary work or other life experiences. It is important you also tell us about these experiences where they are relevant to the job you are applying for (e.g. voluntary work, unpaid work). **Add more rows or continue on a separate sheet if needed.** |
| **Organisation** | **Dates From / to** | **Experience Gained** | **Hours per week** |
|  |  |  |  |
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| **Membership of Relevant Professional Bodies or Associations**Add more rows or continue on a separate sheet if needed |
| **Body** | **Status of Membership** | **Membership by Exam? Yes/No** |
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| **Safeguarding** |
| Have you ever been the subject of any **child protection concern** either in your work or personal life, or disciplinary action, including any which is time expired? | YesNo |
| If yes please provide details, including dates: |

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| **Dismissals (excluding redundancy and retirement)****Failure to provide true and accurate information may lead to disqualification or to dismissal**. |
| Have you ever been dismissed from any employment?  | YesNo |
| If yes please provide details, including dates: |

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| **Early Retirement/Voluntary Redundancy**  |
| Are you in receipt of an occupational pension from the Greater Manchester Pensions Fund? | YesNo |

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| **Are you related to, or the partner of:**  |
| any existing employee of the Academy/School? | YesNo |
| any member of the Academy/School Governing Body? | YesNo |
| If yes, please give their names below: |
|  |
| **Failure to declare any such relationship may lead to disqualification for appointment or to dismissal** |

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| **Details of your experience and your reasons for applying for the post** |
| Explain how you would relate your education, training and experience (including examples from your paid or voluntary work) to the requirements of the person specification for the post for which you are applying.The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.The **How Identified** column shows how the School will obtain the necessary information about you.If the **How Identified** column says the A**pplication Form** next to an **Essential Criteria** or a **Desirable Criteria,** you **MUST** include in your application enough information to show how you meet these criteria. |
| *Please use the criteria on the person specification as a guide to show how you meet the requirements of this role. You are required to provide examples to demonstrate how you meet the criteria’s.***Please use additional sheets as necessary** |

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| **References** |
| Please nominate **TWO** referees. If currently employed, one referee MUST be your current employer. If currently unemployed, one referee must be your last employer. If you are at present a student or newly qualified one of your referees must be your academic referee or a person who knows you as a helper or volunteer. References will not be accepted from relatives, friends or personal referees.You may not name persons who are members of the Governing Body. **Please note that references will be requested if you are shortlisted for interview**. |
| **Professional 1** |  |  |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Fax no |  |
| Town/City |  | E-mail |  |
| Postcode |  |  |  |
|  |
| **Professional 2:** |  |  |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Town/City |  | Fax no |  |
| Postcode |  | E-mail |  |

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| **Declarations**1. I have read or had explained to me and understand all the questions on the form.
2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.
3. I understand that:
	1. Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any cautions, bind-overs, prosecutions or convictions which are either on my record or pending, even if they would be regarded as ‘spent’ under the Act. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.
	2. Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure & Barring Service about the existence and content of a criminal record.
	3. In accordance with the Data Protection Act, the personal details submitted on this application form are collected by the Academy. Personal data will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.
	4. Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.
4. The information I have given on this form is true and accurate to the best of my knowledge.
 |
| **Signed:** (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.) | **Date:** |

*Thank you for your interest in working at The Watergrove Trust. If you do not hear within 4 weeks of the closing date, please assume that you have been unsuccessful on this occasion.*