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

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| **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**. |

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| **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 |  |

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| **Personal Details:** | | | | | | |
| Title |  | | | | Pronouns |  |
| First Name(s) |  | | | | Preferred Name |  |
| Surname |  | | | | Date of Birth[[1]](#footnote-1) |  |
| Previous Names |  | | | | Driving Licence |  |
| Address & Postcode |  | | | | | |
| Contact Details | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | |
| Daytime Contact No: |  | | | | |
| Evening Contact No: |  | | | | |
| 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: | | |
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| Have you ever lived or worked overseas? | | YES | NO | If no, please specify your circumstances below: | | |
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| National Insurance number | |  | | | | |

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| **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) |
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| **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 |
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| **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) |
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| **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 |
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| **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 |
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| **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. |
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| **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 you are an Early Career Teacher, one referee **must** be your college tutor. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust). * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated 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. * 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? |  |

| **Reasonable Adjustments to the Shortlisting Process:** |
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| We welcome applications from disabled people. 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 a disability. |
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| Candidates who are invited for an interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **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 Nacro:* [*www.nacro.org.uk*](http://www.nacro.org.uk)  **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 |

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| **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: | |
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| **Online Searches following shortlisting:** |
| In line with the statutory guidance document Keeping Children Safe in Education (2022) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.  The purpose of the online search is to uncover any information that may suggest the candidate is:   * a potential safeguarding risk * their appointment may damage the reputation of the trust or; * they are unqualified for the role they have applied for   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 are not involved in any other aspect of therecruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.  All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:   * A Google search of the candidate’s name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles. |

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| I declare that the information I have given on this form is correct. 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 an 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 |

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| **How did you hear about this vacancy?** (Please mark all of those that apply with an ‘X’) | | | | | | | |
| TES |  | Indeed website |  | Schools Week |  | Twitter |  |
| DfE Teaching vacancies |  | Linked In |  | Facebook |  | Local Government /Council website |  |
| Great Schools Trust website (www.greatschoolstrust.com) |  | Local school/academy website |  | Word of mouth (If possible, please specify who) |  | Other? (Please specify below) |  |
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| **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. |

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| **Post Applied For:** | |
| **Gender** | □ Female □ Male □ Prefer to Self-Describe (Please type below) |
| **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. |

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

1. The Trust Board complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. 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)