



# SUPPORT STAFF APPLICATION FORM

Application for the post of:

Academy/Site:  Closing date for application:

## SECTION A – PERSONAL DETAILS

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>
Surname:	<input type="text"/>	Forename(s):	<input type="text"/>		
Address:	<input type="text"/>				
	<input type="text"/>	Postcode:	<input type="text"/>		
Contact telephone numbers:					
Home	<input type="text"/>	Mobile	<input type="text"/>		
Work	<input type="text"/>	Email	<input type="text"/>		
Preferred method of contact:	<input type="text"/>				

## SECTION B – EMPLOYMENT RECORD

<b>PRESENT OR MOST RECENT EMPLOYMENT</b>	Job Title: <input type="text"/>
Name and address of employer:	Period of notice: <input type="text"/>
<input type="text"/>	Employed From: <input type="text"/> To: <input type="text"/>
	Salary/wages: <input type="text"/>
	Reason for leaving: <input type="text"/>

**Summary of the duties and responsibilities of the above job:**

--

**PREVIOUS EMPLOYMENT –** (please explain any gaps in employment over the last ten years)

<b>Name and address of employer</b>	<b>Dates of employment (month and year)</b>	<b>Job title and major elements of role</b>	<b>Reason for leaving</b>

You may use a separate sheet if you need more space. Please tick here if you enclose a separate sheet for Section B. Please ensure that your surname and initials are on each sheet.

## SECTION C – EDUCATION AND TRAINING

If successfully appointed, you will be required to provide original certificates.

### SECONDARY EDUCATION *(Dates should indicate month and year)*

Schools attended	Dates		External examinations and grades achieved
	From	To	

### FURTHER OR HIGHER EDUCATION

Place of education	Dates		Qualifications/level achieved
	From	To	

<b>MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS</b>			
<b>Professional body</b>	<b>Status of membership</b>	<b>Membership by exam? Yes/No</b>	<b>Since</b>

**OTHER TRAINING (e.g. management, in-service, professional, etc.)**

You may use a separate sheet if you need more space. Please tick here if you enclose a separate  sheet for Section C. Please ensure that your surname and initials are on each sheet.

**SECTION D – LETTER OF APPLICATION**

You are invited to submit a letter in support of your application on A4 size paper (suggested length – a maximum of two sides of A4.) Explain how you would relate your education, training and experiences (including those not related to employment) to the requirements of the post for which you are applying.

## SECTION E – SUPPLEMENTARY INFORMATION

### REFERENCES

Any offer of appointment will be subject to receipt of two satisfactory references.

Please give the names, addresses and job title of two referees, one of whom should be your current or most recent employer, and indicate whether your referee may be approached before interview:

Referee 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Referee 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:			Name:		
<input type="text"/>			<input type="text"/>		
Job Title:			Job Title:		
<input type="text"/>			<input type="text"/>		
Address:			Address:		
<input type="text"/>			<input type="text"/>		
Postcode:			Postcode:		
<input type="text"/>			<input type="text"/>		
Telephone:			Telephone:		
<input type="text"/>			<input type="text"/>		
Email:			Email:		
<input type="text"/>			<input type="text"/>		
Relationship with referee:			Relationship with referee:		
<input type="text"/>			<input type="text"/>		
Do you hold a current full driving licence valid in the UK?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have any driving convictions please state: <input type="text"/>					
Are you related to a Trustee, Governor or member of staff within The Trust?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name and relationship of Trustee/Governor/Staff Member:			<input type="text"/>		

## CRIMINAL RECORDS CHECK

All posts within The Priory Federation of Academies Trust will require the employee to have an enhanced disclosure check by the Disclosure and Barring Service (DBS). This will be required regardless of whether or not the employee holds a current Disclosure Certificate. Disclosure checks will only be requested once an offer of employment has been made. The results of this check will not necessarily be a bar to obtaining the position you have applied for and will not be used unfairly.

The DBS check is made under the provisions of the Police Act (1997). The Trust will confirm your identity at the interview and submit the application to the Disclosure and Barring Service, paying the necessary fee. The 1997 Police Act allows employers to obtain information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure. You must provide details of **all** convictions (both UK and abroad) including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body. The Trust will also require you to confirm that no-one who lives or works in the same household as you has an order, determination or conviction or any other ground for disqualification which would prevent them from registration under the Childcare (Disqualification) Regulations 2009. Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for. If applicable, please supply full details of the above. Please use a separate sheet for this information, and include a date and your signature.

**Failure to disclose any criminal offences or providing false information, which is an offence, could result in this application being rejected, or dismissal if the applicant has been selected, and possible referral to the Police.**

### IMPORTANT NOTE

All sections of this form must be completed; otherwise the application will be destroyed. We do not accept CVs, either on their own or accompanied by a partly completed application form, and CVs will not be forwarded to any short-listing panel. If you have any questions relating to the completion of this form, please contact the Human Resources Department on 01522 871370. If you are completing this application electronically, you will be asked to sign the form if you are invited to an interview. If you do not hear from the Trust within 6 weeks of the closing date, your application has been unsuccessful.

### EQUAL OPPORTUNITIES

The Trust is an Equal Opportunities employer. The Trust operates an Equal Opportunities Policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help the Trust monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested on the separate Equal Opportunities Monitoring form. This information is confidential and the information on the form will not be taken into account when considering the application. Both forms will be kept separate when received. **Please note:** If you are submitting your application and the Equal Opportunities form by post, please submit both documents in the same envelope, but do not staple or otherwise attach them together.

### DATA PROTECTION DECLARATION

Under the Data Protection Act 1998, your consent must be given in order to process this form. Please sign below if you agree. Please note that if consent is not given, this form will be destroyed.

Signature:

Date:

## RIGHT TO WORK IN THE UK

Sponsorship may be required in order to employ a person who is not a national of a country which is a member of the European Economic Area (EEA). In certain circumstances, it may not be necessary to obtain sponsorship for a non-EEA national where permanent UK resident status has been granted by the Home Office or where the passport has been endorsed with a visa which places no restriction on employment in the UK. Otherwise, The Trust is required to obtain sponsorship before the employment can begin, even if the candidate already holds sponsorship for employment elsewhere in the UK. If you are unsure whether you require sponsorship, please visit <http://www.bia.homeoffice.gov.uk>.

In accordance with the Immigration, Asylum and Nationality Act 2006, do you require sponsorship in order for The Trust to employ you?

Yes

No

Signature:

Date:

Successful applicants will be required to produce documentary evidence of their right to work in the UK.

## DECLARATION

**By submitting this form, either by email or hard copy, you are declaring that the information stated is true and accurate.**

1. The information I have given on this form and any additional sheets is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that any serious wilful misrepresentation of information in connection with this application, failure to disclose a relationship with a Trustee/Governor or member of staff of The Priory Federation of Academies Trust, or a failure to disclose a Criminal Offence in accordance with the provisions of the Rehabilitation of Offenders Act, could result in the application being rejected, or dismissal after appointment.
4. I understand that satisfactory references, an enhanced DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
5. I can confirm that no-one who lives or works in the same household as myself has an order, determination or conviction or any other ground for disqualification which would prevent them from registration under the Childcare (Disqualification) Regulations 2009
- 6.

Signature:

Date:

## OPTIONAL INFORMATION

Where did you see this post advertised? (please tick as appropriate)

Linline       Times Educational Supplement       The Priory Federation of Academies' website

Other National Press (please specify)

Local Press (please specify)

Other (please specify)

This information on your application form will be treated in the strictest confidence. If unsuccessful in this particular application, do you consent for a copy of this application form to be forwarded to other academies within the Trust for consideration for other positions?

Yes

No

Signature:

Date:

**Thank you for your application.**