# https://lh6.googleusercontent.com/V_If7kC2A_limvS2W4J7xrhstIvL-fIoOLo98WmNbG5JZee5cMJ6U5ThBxSDH9halIUYQeIYGo60qVNGD2Eg-cjdvypOM3bPeUMOi8vIredreABvjMX6rjialI16Lno1UEcwAVOeieFCYEB2Mg

# Staff Application Form

GGL Federation (Greenside, Griffin and Lena Gardens)

|  |  |
| --- | --- |
| **Post:** Griffin Administration Assistant  | **Please complete the form electronically and return to: Karen Bastick-Styles** **Executive Head – GGL Federation kbs@greensideschool.org** |
| **Closing Date**: 3.00pm – Wednesday 14th Nov 18 |  |
|  |

|  |
| --- |
| PERSONAL DETAILS |
| Title       | First Name(s):-      | Last Name:       |
| Address:                     Post Code       | Work Tel No:      (if convenient to receive a call)Home Tel No:     Mobile No:     Email:      |
| Do you have the legal right to live and work in the UK? | Yes ☐No ☐ |
| Is this subject to having a work permit? | Yes ☐No ☐ |
| Nationality |       |
| You will be required to produce photographic identification and proof of the above if you are called to interview |
| National Insurance Number:  |       |
| DfE number (*For teachers only)* |       |
| Are you subject to disqualification from working with children or any conditions or prohibitions placed on you previously by a regulatory body such as the GTC or DfE? (*For teachers only)*: | Yes ☐ No ☐ |
| *If yes please give details* |       |
| Do you have Qualified Teacher Status? (*For teachers only)*: | Yes ☐ No ☐ |
| *If yes please give date of award* |  |
| If you have qualified since May 2001 have you completed induction successfully? (*For teachers only)* |       |

|  |
| --- |
| CURRENT/MOST RECENT EMPLOYMENT |
| Name of Employer:      Address:                Post Code      Telephone No:     Date Started:     Date Left (where applicable)      | Job Title/Post Held:      Grade/spine point:     Current Salary:      Notice Required:      Reason for leaving / wishing to leave:      |
| Brief description of main duties/responsibilities in current/ previous role:                                |
| REFERENCES*Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context). Please refer to Application Form Guidance before completing.**Please note that references will be required prior to interview for* ***all*** *Academy Based posts, teaching and* *Support staff.**.* |
| Referee No 1 – Current /most recent Employer | Referee No 2 - Previous Employer  |
| Name:      Job Title:     Company Name:     Address:               Telephone Number:     Fax Number:      Email:     Relationship:      | Name:      Job Title:     Company Name:     Address:               Telephone Number:     Fax Number:     Email:     Relationship:      |
| I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. |
| Signed:       | Dated:       |

|  |
| --- |
| PREVIOUS EMPLOYMENT |
| *Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary.* |
| **Dates****From To** | **Name and address of organisation** | **Telephone and contact** | **Job/ Role and brief description of duties** | **Reason for Leaving** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| EDUCATION, QUALIFICATIONS & TRAINING |
| **Secondary/ Further** |
| From | To | Qualification results with grades | School/ College/ University |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Academic/Professional**  |
| From | To | Qualification results with grades | School/ College/ University |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other training courses attended e.g. in-service training** |
| From | To | Qualification results with grades | School/ College/ University |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **PENSION** |  |
| Are you currently paying into a pension scheme? | Yes ☐ No ☐ |
| *If yes please give details* |       |
| Have you elected to opt-out of an occupational pension scheme? | Yes ☐ No ☐ |
| *If yes please give scheme and date of opt-out* |  |
| Are you currently paying into any other occupational or private pension scheme? |       |
| *If yes, please give details* |   |
| Are you in receipt of a pension? | Yes ☐ No ☐ |
| *If yes, please specify age/infirmity/premature retirement* |       |

|  |
| --- |
| HEALTH |
| *Please note that the successful candidate may be required to complete a medical questionnaire and may be asked to attend for a medical examination.* |
| PERSONAL STATEMENT |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the person specification.       |

|  |
| --- |
| SAFEGUARDING STATEMENT |
| The Elliot Foundation Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process. |
| ADDITIONAL INFORMATION |
| Do you have a disability as defined by the Equalities Act 2010 | Yes ☐ No ☐ |
| If yes please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job: |
| Have you ever been dismissed from employment for a reason other than redundancy? | Yes ☐ No ☐ |
| If YES please give reasons: |       |
| Have you ever been suspended or subject to disciplinary action in any employment? | Yes ☐ No ☐ |
| If YES please give reasons: |       |
| DECLARATIONS |
| CRIMINAL CONVICTIONS |
| The Rehabilitation of Offenders 1974(Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people **must** disclose **any** criminal record. This will include any spent convictions or sentences. **Applicants should note that providing false information to obtain employment is a criminal offence.**Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.The Elliot Foundation Academies Trust is committed to safeguarding the welfare of our students. Enhanced Criminal Record Bureau Checks will be carried out on all successful applicants. Disclosure of a criminal record will not necessarily debar you from employment with The Elliot Foundation Academies Trust, this will depend upon the nature of the offence(s), frequency and when they occurred.  |
| **Please answer the following:** |  |
| Have you previously used, or do you currently use, any other surname(s)? | Yes ☐ No ☐ |
| If YES, state the other surname(s) you use(d): |       |
| Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)  | Yes ☐ No ☐ |
| If YES, when did this take place? |       |
| Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.)  | Yes ☐ No ☐ |
| ***If you answer yes to any of the questions on the previous page and you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.*** *Please note that it is a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.* |
| CONFLICT OF INTEREST |
| Are you related to, or the partner of, any member, employee or governor of The Elliot Foundation Academies Trust?  | Yes ☐ No ☐ |
| If so, please give Name: |       |
| Organisation:      | Relationship:      |
| DATA PROTECTION |
| I understand that the information contained in this form is personal data which will be held on computer and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998.I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal. The information will be stored manually and electronically and disposed of securely after 12 months if your application is unsuccessful.I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statement on this form is an offence and could result in my application being rejected or summary dismissal and possible referral to the teachers’ misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. |
| Please note: If you are returning this form by email, you will be asked to sign your application if you are called for interview.  |
| Signed:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Monitoring information**

The Elliot Foundation Academies Trust is committed to ensuring equality of opportunity in employment and provision of services. To ensure that it is working properly, all applicants are asked to provide the following information.

I am Female ☐ Male ☐ (Please tick the appropriate box) date of birth

**Ethnic background**

Choose one section from (a) to (e) then tick the appropriate box to indicate your Ethnic Background.

|  |
| --- |
| A White |
|  **25 ☐** British |
|  **26 ☐** Irish |
|  **30 ☐** Any other white background, please specify |
|  |
| B Mixed |
|  **15 ☐** White and Black African  |
|  **16 ☐** White and Black Caribbean |
|  **17 ☐** White and Asian |
|  **21 ☐** Any other mixed background, please specify      |
|  |
| C Asian or Asian British |
|  **01 ☐** Indian |
|  **02 ☐** Pakistani  |
|  **03 ☐** Bangladeshi |
|  **07 ☐** Any other Asian background, please specify       |
|  |
| D Black or Black British |
|  **08 ☐** Caribbean  |
|  **09 ☐** African |
|  **13 ☐** Any other black background, please specify      |
|  |
| E Chinese or other ethnic group |
|  **22 ☐** Chinese |
|  **24 ☐** Any other ethnic group, please specify       |

**The Disability Discrimination Act 1995 defines a person as having a disability if s/he ‘has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities’. The Elliot Foundation Academies Trust is actively seeking to employ people with disabilities. Academies can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.**

**Do you consider yourself to have a disability? Yes ☐ No ☐**

**Advertising monitoring**

How did you find out about this vacancy?

(Name of the newspaper/journal, council jobs list, web site, friend etc)