



# Application for Support Staff Post (Secondary)

<b>Post applied for (and closing date)</b>	
<b>Academy</b>	

Incomplete application forms will not be considered. CVs will only be considered as part of the additional information provided with a fully completed application form.

## 1. Personal details

<b>Surname</b>		<b>Title</b>	
<b>Forename(s)</b>			
<b>Previous surname(s) (if applicable)</b>			
<b>Home address</b>	House number and street		
	Town/city		
	County		
	Postcode		
<b>Contact address (if different to above)</b>	House number and street		
	Town/city		
	County		
	Postcode		
<b>Telephone numbers (please only list numbers we can call to contact you)</b>	Home		
	Mobile		
	Work		
<b>Email address</b>			
<b>Date of birth</b>			
<b>National Insurance Number</b>			

## 2. Education and qualifications

(Please provide details in respect of all formal education above primary age)

<b>Institution</b>	<b>Start/end dates</b> (indicate if part time)	<b>Qualifications attained</b> (include details of subjects, grades and dates of awards)

## 3. Professional status

(If the person specification for the post sets out a requirement for membership of a particular professional body and/or attainment of particular professional status, please provide details of how you meet this requirement)

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## 4. Continuing professional and personal development

<b>Short courses attended (during last 3 years)</b>	
<b>Date</b>	<b>Course title / details</b> (include details of length of course and any formal awards/qualifications arising)

## 5. Current employment

<b>Current or most recent employer</b> (name and full address)	
<b>Job title and salary of current / most recent post</b>	
<b>Start/end date of above:</b>	
<b>Main duties:</b>	

## 6. Previous posts / employment

(provide details of all previous posts and employment in reverse chronological order continuing on supplementary sheets if required)

<b>Employer</b> (name and address)	<b>Post</b>	<b>Start/end dates</b>	<b>Reason for leaving</b>

## 7. Knowledge, experience and skills

**Using no more than 2 A4 pages, describe how you meet the requirements outlined in the Person Specification**

## 8. Other activities

(provide details in respect of all periods since secondary education that are not covered in sections 3, 5 and 6)

Start/end dates	Details of activities

## 9. References

Please provide the contact details of at least two referees, one of whom should be your current/most recent employer (*it is normally expected that between them your references will refer to your professional and/or other relevant experience over a minimum period of the last three years*)

Please tick the box if you would prefer that your referees are not contacted prior to interview

<u>Referee 1</u>		<u>Referee 2</u>	
Name		Name	
Job title		Job title	
Organisation		Organisation	
Full address		Full address	
Telephone number		Telephone number	
Mobile number		Mobile number	
Email address		Email address	
Referee's relationship to you		Referee's relationship to you	

## 10. Declarations

### a) Eligibility to work

<b>(i) Are you a UK Citizen?</b> (delete as appropriate)	<b>Yes</b>	<b>No</b>
<b>(ii) If you answered “No” to (i), please indicate if you would require a Certificate of Sponsorship in order to take up appointment</b> (delete as appropriate)	<b>Yes</b>	<b>No</b>
<b>(iii) If you answered “No” to (ii), please provide details of the basis on which you are eligible to work within the UK.</b>		

### b) Information in respect of applicants declaring a disability

We welcome applications from people with disabilities and guarantee an interview for those with a declared disability should they meet the minimum criteria for the job. The Equality Act 2010 defines disability as “any physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities”.

<b>(i) Do you consider yourself to have a disability that you wish to declare in making this application?</b> (delete as appropriate)	<b>Yes</b>	<b>No</b>
<b>(ii) If you answered “Yes” to (i), is there anything we need to know about your disability in order to provide you with any help you may need if you are invited to interview?</b> (delete as appropriate)	<b>Yes</b>	<b>No</b>
<b>(iii) If you answered “Yes” to (ii), please provide relevant details.</b>		

### c) Criminal background information

The Aspirations Academies Trust (AAT) requires all prospective employees appointed to work in its academies or otherwise to undertake regulated activity to submit an enhanced Disclosure and Barring Service (DBS) certificate prior to taking up appointment.

You are required, before appointment, to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198).

Disclosure of a criminal background will not necessarily prevent your employment – consideration will be given to the nature of the offence(s) and when they occurred.

Please note that if you are appointed and subsequently it is found that you failed to disclose any required details this may lead to the offer of appointment being withdrawn or, if your employment has already commenced, to your employment with the AAT being terminated.

**In relation to the above, you are required to complete the following:**

<b>Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198)?</b> (delete as appropriate) <i>If you answer “yes”, you are expected to submit relevant written details (e.g. description of offence, date of incident and date of conviction). These written details should be submitted at the same time as this application but in a</i>	<b>Yes</b>	<b>No</b>
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<p><i>separate letter posted to the Academy and marked "Strictly private and confidential for the attention of the Principal". The letter should clearly indicate it is related to the job application.</i></p>		
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**d) Children’s barred list**

As an applicant for a post undertaking regulated activity in an AAT academy, if you are appointed a check will be undertaken to confirm whether or not you are identified on the DBS barred list of individuals who are unsuitable for working with children.

**In relation to the above, you are required to complete the following:**

<p><b>Are you identified on the DBS barred list of individuals who are unsuitable for working with children? (delete as appropriate)</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
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**e) Personal relationships**

To ensure the appointment process is undertaken in accordance with guidance issued in respect of public service all candidates are asked to declare if they have a personal relationship with an existing employee, director or governor of the Aspirations Academies Trust. *Please note that any such relationship would not bar an individual from appointment.*

<p><b>Please declare if you have a family relationship or other close relationship with an existing Aspirations Academies Trust employee, director or governor. If so, please give details</b></p>

<p><b>f) GENERAL DATA PROTECTION REGULATIONS (2018)</b>  <b>Personnel Information Protection Statement</b></p>
<p>The School respects your privacy rights and is committed to ensuring that it protects your details and other information about you available to the Council (“your information”).</p> <p>The School will use your information to:</p> <ul style="list-style-type: none"> <li>▪ make informed decisions in connection with your potential or current employment</li> <li>▪ meet its statutory obligations</li> <li>▪ prevent and detect fraud</li> <li>▪ complete School Workforce Census for DfE</li> <li>▪ carry out equal opportunities monitoring</li> </ul> <p>Unsuccessful candidates’ forms will be stored securely at the school for a period of six months. No information from this form is shared with any other organisation. After this period, it will be shredded. Successful candidates’ forms will be transferred to an individual HR file, which will be stored in line with the schools GDPR policy and associated Privacy Notice. You will be given a copy of the Privacy Notice at your induction to the role. Personal data held on you will only be shared as outlined in the Privacy Notice.</p> <p><b>You have a right to see your information- this is called a Subject Access Request (SAR). If you have any requests concerning your information or any queries with regard to the School’s processing, please contact the Data Protection Officer (DPO) on 020 8977 4858. Alternatively you can contact the Information Commissioners Office 0303 123 1113.</b></p>

**g) Accuracy and completeness of information provided**

Please sign below or type your name to confirm that you have read, understood and agree with the following declaration.

**For the purposes of the General Data Protection Regulations (2018), I consent to the information contained in this form and any information received by or on behalf of Aspirations Academies Trust relating to the subject matter of this form, being processed by them in administering the recruitment process.**

**I declare that the information I have given on this form and attachments is correct and true and agree that this may be used for registered purposes under the General Data Protection Regulations (2018). I also agree that, if appointed the information will form part of the basis of my engagement. I authorise Aspirations Academies Trust to check the information supplied and understand that providing misleading or false information or omitting any relevant information, could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal conviction.**

<b>Signed</b>	
<b>Date</b>	



### Recruitment Monitoring Form

This form will be treated in the strictest confidence and will only be used for the purpose of recruitment monitoring.

Please provide the requested details marking any chosen category with a cross x

<b>Name:</b>	
<b>Post Applied for:</b>	<b>Academy:</b>

<p><b>How did you become aware of this job opportunity?</b></p> <p><i>If through an advert please indicate the name of the publication in which you saw the advert.</i></p>	
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<b>Gender:</b>	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
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<b>Age Group:</b>		
Under 20 years: <input type="checkbox"/>	20 – 29 years: <input type="checkbox"/>	30 – 39 years: <input type="checkbox"/>
40 – 49 years: <input type="checkbox"/>	50 – 59 years: <input type="checkbox"/>	60 + years <input type="checkbox"/>

<b>What is your ethnic group?</b> <i>Choose one option that best describes your ethnic group or background</i>	
<p><b>White</b></p> <p>1. English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/></p> <p>2. Irish <input type="checkbox"/></p> <p>3. Gypsy or Irish Traveller <input type="checkbox"/></p> <p>4. Any other White background, <i>please describe below</i> <input type="checkbox"/></p>	<p><b>Asian/Asian British</b></p> <p>9. Indian <input type="checkbox"/></p> <p>10. Pakistani <input type="checkbox"/></p> <p>11. Bangladeshi <input type="checkbox"/></p> <p>12. Chinese <input type="checkbox"/></p> <p>13. Any other Asian background, <i>please describe below</i> <input type="checkbox"/></p>
<p><b>Mixed/Multiple ethnic groups</b></p> <p>5. White and Black Caribbean <input type="checkbox"/></p> <p>6. White and Black African <input type="checkbox"/></p> <p>7. White and Asian <input type="checkbox"/></p> <p>8. Any other Mixed/Multiple ethnic background, <i>please describe below</i> <input type="checkbox"/></p>	<p><b>Black/ African/Caribbean/Black British</b></p> <p>14. African <input type="checkbox"/></p> <p>15. Caribbean <input type="checkbox"/></p> <p>16. Any other Black/African/Caribbean background, <i>please describe below</i> <input type="checkbox"/></p> <p><b>Other ethnic group</b></p> <p>17. Arab <input type="checkbox"/></p> <p>18. Any other ethnic group <input type="checkbox"/></p>

<b>Further description of ethnic group (if required):</b>	
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<b>Disability:</b> As defined by the Equality Act 2010, a person is disabled if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to do normal daily activities.	
With reference to this definition, do you consider yourself to have a disability?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>