|  |  |  |  |
| --- | --- | --- | --- |
| CONFIDENTIAL |  | APPLICATION REFERENCE: |  |
|  |  | SCHOOL: |  |



APPLICATION FORM – SUPPORT STAFF

|  |  |
| --- | --- |
| **POSITION APPLIED FOR:** |  |
|  |
| **1. PERSONAL DETAILS** |
| Title: |  |
| First Names:(Please underline known name) |  |
| Surname: |  |
| Previous Surnames: |  |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |
| Home Telephone No: |  |
| Mobile Telephone No: |  |
| Email: |  |
| National Insurance No: |  |
| Do you have an up-to-date DBS check? | Yes No |
| Do you use the DBS update service? | Yes No |

|  |
| --- |
| **2. OTHER INFORMATION** |
| Are you related to or know personally any Governor or other employee of the School? | Yes No |
| If yes, who? |  |
| Please state where you saw this job advertised |  |
| To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your eligibility to work in the UK. Do you need a work permit to work in the UK? | Yes No |
| Under the Working Time Directive, you should not work more than 48 hours per week. Do you plan to undertake work for other employers which would cause a breach of these regulations? | Yes No |
| If yes, please give details: |  |
| Do you hold a current driving licence? | Yes No |

|  |
| --- |
| **3. PRESENT JOB** **(or most recent)** |
| Post Held: |  |
| Date Appointed: |  | Departure Date: |  |
| Specific Responsibilities: |  |
| Employer: |  |
| Present Total Salary per Annum: |  |
| Notice Required: |  | No. of days illness requiring absence from work in last two years: |  |
| Reason for Leaving: |  |

|  |
| --- |
| 4. EDUCATION AND ACADEMIC QUALIFICATIONS |
| School/College/University | From | To | Subjects, Qualifications, Grades, Honours |
| Secondary (post-16) |
|  |  |  |   |
| Degree or Equivalent |
|  |  |  |  |
| Other Qualifications |
|  |  |  |  |

|  |
| --- |
| **5. PREVIOUS JOBS***Please provide a full history in chronological order (with start and end dates). Please include all periods of unemployment since leaving higher education and provide, where appropriate, explanations for any periods not in employment. In each case please give any reason for leaving employment.* |
| Name of Employer and Position Held | Full/Part Time | Reason for Leaving | Period of Service*Please give month & year* |
| From | To |
|  |  |  |  |  |

|  |
| --- |
| **6. WORK EXPERIENCE OR TRAINING (starting with most recent)** |
| Employer and Position Held | Start date | Leaving date | Reason for Leaving |
|  |  |  |  |

|  |
| --- |
| **7. PROFESSIONAL DEVELOPMENT***Please give details of courses relevant to this application and indicate any awards/qualifications/ certificates earned.* |
| Course Title | Provider | Duration | Dates | Award (if any) |
|  |  |  |  |  |

|  |
| --- |
| **8. REFERENCES***The first reference should be your present or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. Please note references will not be accepted from relatives or from referees writing solely in the capacity of a friend.* |
| May we approach your referees without further reference to you?  | Yes No |
| 1. Name |  | 2. Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
|  |  |
|  |  |
| Tel No. |  | Tel No. |  |
| Mobile No. |  | Mobile No. |  |
| Email***Must be provided*** |  | Email***Must be provided*** |  |
| In what capacity do you know the above? | In what capacity do you know the above? |
|  |  |
| If you were known to either of your referees by another name, please give details: |
|  |

|  |
| --- |
| **9. INTERESTS (both professional and leisure)** *Please indicate any areas where you may be able to contribute to the Extra Curricular provision.* |
|  |

|  |
| --- |
| 10. LETTER OF APPLICATION |
| Please attach a letter in support of your application in which you give your reasons for applying for this post. Candidates should bear in mind that we are looking for candidates who can contribute to the school’s Extra-Curricular programme, including its musical and sporting activities. Include any information that you consider relevant to this application. |
| 11. DECLARATION |
|

|  |
| --- |
| The Knowledge Schools Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Knowledge Schools Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults of positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you. Failure to disclose this information could result in dismissal or discipline by the School. Any information will be treated in complete confidence. I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.  |
| **Do you have any criminal convictions?**  | **Yes No**  |
|

|  |
| --- |
| If you have answered yes, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending, should you be selected for interview. Please ensure that you bring these with you to interview, in the event that you are shortlisted.I agree that any offer of employment is subject to satisfactory evidence of my right to work in the UK, satisfactory references, and medical clearance. In accordance with the 2018 Data Protection Act, The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in [the organisation's job applicant privacy notice].I confirm that the information given in this application and in any attachments is factually correct and complete, and I understand that the provision of false information may, in the event of employment, result in dismissal or disciplinary action. |

 |

 |
| Signature: |  | Date**:** |  |

*Please note that you will be asked to sign a copy of your application form if you are asked for interview.*