

**APPLICATION FOR EMPLOYMENT – SUPPORT STAFF**

**Completed forms should be returned to jobs@kingswaycommunitytrust.co.uk**

|  |  |
| --- | --- |
| **Post:** | **School:** |

**PERSONAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Present Address: |  | | |
| Postcode: |  | | |
| Telephone (Day): |  | Telephone (Eve): | |
| Mobile Telephone: |  | | |
| Email Address: |  | | |
| Home Address (if different): |  | | |
|  |  | | |
| Postcode: |  | | |
| Telephone: | | | Mobile Telephone: |
| Where did you learn about this post: | | |  |
| How soon after a job offer would you be able to start: | | |  |
|  | | | |
| **Job Share**. If this post was advertised for job share, please tick one box below to show whether or not you wish to job share. | | | |

Job Share Full-Time

To be completed by office only

Reference One Reference Two DBS

**WORK EXPERIENCE**

Please list your work experience in the last **five** years (or longer where relevant to the post applied for).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer Name and Address** | **Job Title & MAIN DUTIES** | **Reason for Leaving** | **Paid/ Unpaid** |
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**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Qualification** | **Where Obtained** |
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**Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Course Title** | **Brief Details** |
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**References**

Please give details of 2 people who have agreed to act as referees. If you are currently employed, **please give details of your current employer where possible**. Do not include relatives (unless your current employer or previous employer is a relative).

**Please complete ALL details requested.**

|  |  |
| --- | --- |
| **1st Referee** | **2nd Referee** |
| Name | Name |
| Post | Post |
| Company Name: | Company Name: |
| Address | Address |
|  |  |
|  |  |
| Postcode | Postcode |
| Telephone: | Telephone: |
| Email: | Email: |

With this application a **Job Description** and **Person Specification** were provided. The Person Specification is very important because it lists the essential requirements of this post. **Please follow the steps below before completing this section.**

1. Study the Person Specification carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you provide.
2. **Please give examples of how you meet each point on the Person Specification. Remember if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview. Give lots of evidence and real examples.**

**If you do not complete this section of the application, your application will not be considered.**

When complete, please return this form to: [jobs@](mailto:jobs@)kingswaycommunitytrust.co.uk

Examples of how you meet the person specification

**DISABLED APPLICANTS**

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of re-designing the job to remove that particular barrier. If you wish to bring such a matter to the panel’s attention at this stage, please do so on a separate sheet.

**DISCLOSURE AND BARRING AND CHILDCARE DISQUALIFICATION**

Kingsway Community Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and school’s privacy statement.

**DECLARATION**

* I declare that the information on this form is true and accurate.
* I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.
* I confirm that I have read and understand the above statements in respect of “Disclosure of Criminal Records/ Sanctions”
* I give consent for KWCT to approach my referees in order to get references

**Privacy Notice**

As part of the applications process we require both personal and sensitive information to help decide suitability of employment and to prevent and detect fraud. Only those people working as part of the recruitment process will see the contents of the form, and all information will otherwise be secured safely in the school. We will save those applications for failed candidates for 6 months from the interview date, and those who are successful, as per our retention policy. Should you wish to speak to someone about information we hold on you or to go through your rights under GDPR, please contact Suzy Beecher at [s.beecher@kingswaycommunitytrust.co.uk](mailto:s.beecher@kingswaycommunitytrust.co.uk).

|  |  |
| --- | --- |
| Signature | |
| Printed Name | Date |

**Equal Opportunities Monitoring Form**

Kingsway Community Trust is striving to be an equal opportunities employer.

We have an equality scheme, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone, we would be most grateful if you would answer the following questions.

The Monitoring Form will be separated from the application form and securely stored. Once the anonymised data has been logged, the form will be securely disposed of. It will be treated as strictly confidential and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be used during the selection process.

Name:…………………………………………………..……………..Position applied for: …………………………………………………………

**Section 1** - Please select one of each of the following sections which best describes you

Gender: Male Female

Disability: Do you consider yourself disabled? Yes No Prefer not to say

(under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities).

**Section 2-** Religion or belief: Please describe your religion or belief.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No religion |  |  | Christian – other |  |  |
| Buddhist |  |  | Hindu |  |  |
| Christian |  |  | Jewish |  |  |
| Christian-Church of Scotland |  |  | Muslim |  |  |
| Christian-Roman Catholic |  |  | Sikh |  |  |
| Christian-Presbyterian |  |  | Spiritual |  |  |
| Christian-Church of Ireland |  |  | Other religion of belief –please state (optional) |  |  |
| Christian-Methodist |  |  | I prefer not to say |  |

**Section 3 -** Ethnicity: which description best describes your ethnic or cultural background.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White British |  | Asian or Asian British – Chinese |  | Mixed – White & Black African |  |
| White English |  | Asian or Asian British - Indian |  | Mixed – White & Black Caribbean |  |
| White Irish |  | Asian or Asian British – Pakistani |  | Other Mixed background |  |
| White Scottish |  | Other Asian background |  | Arab |  |
| White Welsh |  | Black or Black British – African |  | Gypsy or Traveller |  |
| Irish Traveller |  | Black or Black British – Caribbean |  | Other ethnic group |  |
| Other White background |  | Other Black background |  | Not known |  |
| Asian or Asian British – Bangladeshi |  | Mixed – White &Asian |  | I prefer not to say |  |

**Section 4-** Sexual Orientation: please describe your sexual orientation

|  |  |  |  |
| --- | --- | --- | --- |
| Towards people of a different sex (straight) |  | Towards people of both sex (bi-sexual) |  |
| Towards women of the same sex (Lesbian) |  | Other |  |
| Towards men of the same sex (gay) |  | I prefer not to say |  |