

Application Form for Support Staff Post

Equinox Learning Trust



CONFIDENTIAL

Post Applied for:	School:
Where did you see this post advertised?	

Personal Details

Surname:	First Name:
Previous Surname: (if applicable)	Title:
Email:	National Insurance No.:
Address:	Telephone Numbers: Home: _____ Mobile: _____ Work: _____
Postcode:	Are we able to contact you at work: Y/N
Do you require a work permit to work in the UK? Y/N You will be required to provide evidence of eligibility to work in the UK.	

Present/Most Recent Post

Name:	
Address:	Type of Business:
Postcode:	
Position Held:	Present Salary/Grade:
Date of Appointment (MM/YY):	Notice Period:
End of Employment Date (MM/YY):	Date of Resignation:
Hours Worked:	Full-Time/Part-Time:
Reason/s for Leaving:	

Previous Employment

Starting with the most recent first, please give a continuous employment history detailed from leaving full time education including part time, full time and unpaid work. Do not include the details provided in Present/Most Recent Post of the application form. Provide explanations for any periods not in employment, education or training. Continue on a separate sheet if necessary.

From (Month/Year)	To (Month/Year)	Name & Location of Employer, School/College	Position Held & Salary	Full-Time/ Part-Time	Reason for Leaving

Break in Employment

Reason for Break in Employment	Dates

Membership of Professional Organisations

Please indicate membership of any organisation(s) relevant to the job.

Name of Organisation:	Type of Membership:	Is Membership Current?

Education & Training

Please give details of any educational, technical and/or professional qualifications (Secondary school and higher). If you are currently studying, please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis, please specify. All qualifications relevant to the post are checked.

Dates From/To	School/College/University attended (Name & address)	Subject(s) Taken	Qualification (Grades/Results)

Work-Related Training

Please give details of relevant training/CPD

Supporting Statement *(please attach a separate document)*

Please read the job description/person specification and, on no more than two sides of A4, give details of your skills, abilities, achievements and experience (including outside interests) which you think would be useful in this job. Within this statement, please detail examples of your successes within your career, including previous and current roles. Please also provide an outline of the key duties in your current/previous roles.

When could you take up your duties, if appointed?
--

Canvassing

In order to ensure transparency in the selection process please state whether you are related to (or in a close personal relationship with) a member of Kennet School Academies Trust

Name:	Relationship:	Position:
--------------	----------------------	------------------

Referees

Please give the names and contact details of two referees, one of whom should be your present/most recent employer. If your most recent employer is not a child care related employer and you have previously worked in a role working with children please list an appropriate person from that employment as a referee.

May be contacted prior to interview: Y/N	May be contacted prior to interview: Y/N
1. Name:	2. Name:
Position/Job Title:	Position/Job Title:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
Relationship to yourself:	Relationship to yourself:

Additional Information

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. If you are shortlisted for interview you will be required to complete a self - disclosure form prior to interview. Guidance about whether a conviction or caution should be disclosed on the self-disclosure form can be found on [the Ministry of Justice website >>>](#).

- We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.
- It is an offence to provide or manage childcare covered by these regulations if you are disqualified.
- Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks including a Disclosure and Barring Service Check.
- If you have lived or worked outside of the UK for 3 months or more in the last 10 years, a Certificate of Good Conduct will be required.

Have you lived or worked outside of the UK for 3 months or more in the last 10 years? Y/N

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application:

General Data Protection Regulations

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, if your application is unsuccessful, the form will be held for up to 6 months and then destroyed. For further information, please see our privacy notice which is available on our website.

Convictions/Disqualifications

Please give dates and details of any convictions for driving offences, and/or disqualifications from driving or performance of professional duties.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? Please see Disclosure and Barring Service website for further details
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

YES/NO

Are you included in the list of people barred from working with children or vulnerable adults maintained by the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006?

YES/NO

If you have answered 'Yes' please give details including dates on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form

Rehabilitation of Offenders Act 1974

If you are applying for a position that involves contact with children or vulnerable adults or handling data of a sensitive nature you will be required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to declare any information about convictions, past cautions or prosecutions pending. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria of the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. If after interview, it is decided to offer you the post you will be required to complete a DBS application form, which will be processed through the Disclosure and Barring Service. *Please detail the offence(s), including spent convictions, in a sealed envelope and staple it to this application.* The existence of criminal convictions will not necessarily be a bar to employment. Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of a court order or exclusion by the NCSL, Doha and DBS.

A copy of Trust's policy on the employment of ex-offenders and the DBS Code of Practice are available on request. If the DBS check discloses a conviction which you had failed to disclose, this may disqualify you from appointment, or result in summary dismissal if the discrepancy is identified.

Applicant Declaration

- I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form, I agree to this School using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
- I understand that if I do not tell you about any relationships with any employees, pupils or governors of this School, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings and this is discovered after appointment, I could be dismissed without notice.
- I can produce the original documents of my qualifications, prior to any appointment
- I understand that any canvassing, directly or indirectly, will be a disqualification.
- I understand I am required to provide documents proving eligibility to work in the UK, prior to appointment.
- I am prepared to undergo a medical examination, prior to any appointment if deemed necessary.
- I have read and understood the above statement regarding declaration of convictions, cautions, reprimands and bindovers. If I have any to declare I will supply written details of them when requested.

Signature: _____ **Date:** _____

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. If your application is unsuccessful, your details will be kept for a period of six months and will then be destroyed.

CONFIDENTIAL

The Trust places the highest importance upon safeguarding pupils and ensuring that employees and volunteers are properly screened. Please answer the questions fully and accurately.

Your name:	Position Applied For:
Do you have any convictions (spent or unspent) imposed by the courts which would not be filtered out in line with current guidance?	
Y/N	
If yes, please give details:	
Do you have any cautions, reprimands or final warnings which would not be filtered out in line with current guidance?	
Y/N	
If yes, please give details:	
Do you have any criminal/abuse cases pending against you?	
Y/N	
If yes, please give details:	
Are you currently or have you ever been the subject of investigation required by the police, or a statutory agency, or other body, revolving around abuse or neglect of a child, or vulnerable adult, or other inappropriate behaviours?	
Y/N	
If yes, please give details:	
Are there any reasons why you may be considered unsuitable to work with children?	
Y/N	
If yes, please give details:	

If you have a Data Barring Service Certificate, please attach a copy to this form.