**APPLICATION FORM – SUPPORT STAFF (EXCLUDING TA’S)**

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| **Job details** | |
| Position applied for |  |
| School applied for |  |
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| **Personal details** | |
| Title |  |
| First name |  |
| Surname |  |
| Home address (including postcode) |  |
| Telephone number(s) |  |
| Email address |  |
| Preferred means of contact |  |
| National insurance number |  |

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| **Teaching and other employment**  Please provide your complete employment history. If you have any gaps in your employment, please give details at the bottom of this section. For teaching posts, please indicate the pay scale point and any additional allowances you are/were paid (if applicable). Please give a brief description of your duties/ responsibilities, including the ages and subjects you taught (if applicable). | |
| **Current employment** | |
| Name and address of current employer |  |
| Position held |  |
| Key responsibilities, subjects taught and year groups |  |
| Date employed from |  |
| Date employed to |  |
| Salary (please also give detail of scale point and any additional allowances) |  |
| Notice period |  |
| Reason for leaving |  |
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| **Previous employment (please start with most recent first)** | |
| Name and address of employer |  |
| Position held |  |
| Key responsibilities, subjects taught and year groups |  |
| Date employed from |  |
| Date employed to |  |
| Salary (please also give detail of scale point and any additional allowances) |  |
| Reason for leaving |  |
|  | |
| Name and address of employer |  |
| Position held |  |
| Key responsibilities, subjects taught and year groups |  |
| Date employed from |  |
| Date employed to |  |
| Salary (please also give detail of scale point and any additional allowances) |  |
| Reason for leaving |  |
|  | |
| Name and address of employer |  |
| Position held |  |
| Key responsibilities, subjects taught and year groups |  |
| Date employed from |  |
| Date employed to |  |
| Salary (please also give detail of scale point and any additional allowances) |  |
| Reason for leaving |  |
|  | |
| Name and address of employer |  |
| Position held |  |
| Key responsibilities, subjects taught and year groups |  |
| Date employed from |  |
| Date employed to |  |
| Salary (please also give detail of scale point and any additional allowances |  |
| Reason for leaving |  |
| Please continue using the additional information section if necessary | |
| **Gaps in employment history**  If there are any gaps in your employment history, please explain them below. | |
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| **Education**  Please provide your complete education history, starting with the most recent, below. Also use this section to record any current studies that you are undertaking. If there are any gaps in your education history, please give details at the bottom of this section | | | |
| **Higher education** | | | |
| University/Institute | Qualification, class and division. (e.g. PGCE, BA Hons: English 2:1) | Start date | End date |
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| Please continue using the additional information section if necessary | | | |
| **Secondary and further education** | | | |
| School/college | Education level, subject and grade (e.g. GCSEs: Maths C, English A) | Start date | End date |
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| Please continue using the additional information section if necessary | | | |
| **Gaps in education history**  If there are any gaps in your education history, please explain them below. | | | |
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| **Professional development and memberships**  Please provide details of any other relevant courses attended, qualifications and memberships | | | |
| **Professional development** | | | |
| Course title | | Start date | End date |
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| Please continue using the additional information section if necessary | | | |
| **Memberships** | | | |
| Membership name and level | Membership number | Date from | Date to |
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| Please continue using the additional information section if necessary | | | |

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| **Supporting statement**  Use this section to provide information to support your application (no more than 2 sides of A4)  Before completing your supporting statement, please ensure that you have read the job description, person specification, and any other supporting documentation. Include specific examples from your experience and relate them to the requirements of the person specification when writing your supporting statement. Please also include the specific reasons why you are applying for the post. |
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| **Additional information**  Use this section to provide any additional information in support of your application. |
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| **References**  Use this section to supply two details of individuals, not related to you, from whom we may obtain references covering the last three years. At least one must be your current or most recent employer. Please note that personal references will not usually be accepted, and open references provided by you will not be accepted.  In line with safer recruitment guidelines, it is our practice to take up references before interview unless requested not to do so. | | |
| **Referee one** | | |
| Title |  | |
| First name |  | |
| Surname |  | |
| Company/organisation |  | |
| Address |  | |
| Telephone number(s) |  | |
| Email address |  | |
| Your relationship to referee |  | |
| May we contact prior to final interview? | Yes | No |
| If no please provide reasons |  | |
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| **Referee two** | | |
| Title |  | |
| First name |  | |
| Surname |  | |
| Company/organisation |  | |
| Address |  | |
| Telephone number(s) |  | |
| Email address |  | |
| Your relationship to referee |  | |
| May we contact prior to final interview? | Yes | No |
| If no please provide reasons |  | |

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| **About your application** | |
| **Where did you hear about this vacancy?**  Please tell us where you have first seen this vacancy advertised (e.g. school website, Guardian online etc) | |
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| **Previous applications** | |
| Have you applied for a job before with the school or any other school in the Trust? | |
| Yes | No |
| If yes, please give details | |
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| **Disabled applicants** | |
| The Equality Act 2010 defines a disabled person as someone with a ‘physical or mental impairment which has substantial and long term adverse effect to carry out normal day to day activities.  Do you consider yourself to have a disability that falls under this definition? | |
| Yes | No |
| If yes, please describe any adjustments that we may make for you | |
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| **Declaration** | |
| **Personal relationships**  All applicants are required to declare personal relationships with individuals associated with the school or Creative Education Trust. | |
| Are you related to, or a close friend of any employee or member of the school’s local governing body, or related to or a close friend of any employee or trustee of the Creative Education Trust? | |
| Yes | No |
| If yes, what is their name and your relationship with them? | |
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| **Eligibility to work in the UK**  Please note that all non-EU nationals are required to be in possession of a valid work permit before they can take up employment with the Creative Education Trust. We are legally obliged to ask you to provide evidence of your right to work in the EU. | |
| Are you legally authorised to work in the UK? | |
| Yes | No |
| Is this subject to a work permit or visa? | |
| Yes | No |
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| **DBS declaration**  Creative Education Trust schools are committed to safeguarding and promoting the welfare of children. 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.  The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order 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 on the filtering of these cautions and convictions can be found using the following link <https://www.gov.uk/government/publications/dbs-filtering-guidance> | |
| 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)? | |
| Yes | No |
| If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘confidential disclosure’ | |
| Have you ever been disqualified from working with children and/or included on the Children’s Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body e.g. DBS, GTC/NCTL? | |
| Yes | No |
| If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘confidential disclosure’ | |
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| **Capability and disciplinary proceedings** | |
| Have you been subject to any formal performance management/performance capability proceedings in the last two years? | |
| Yes | No |
| If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘confidential disclosure’ | |
| Are you subject to any current or pending formal disciplinary action (including any live warnings)? | |
| Yes | No |
| If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘confidential disclosure’ | |
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| **Prevention and detection of fraud**  We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may share this information with other bodies administering public funds solely for this purpose. | |
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| **Data protection**  Under the terms of the Data Protection Act 2018 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information that you have given on this application form. The information may be stored manually or electronically, and will be disposed of after six months if your application is unsuccessful. | |
| **Declaration**  **I have read and understood all of the information contained on this application form.**  **I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that omissions or incorrect statements might result in my application being rejected or, if already appointed, my employment may be terminated. Where relevant a referral may be made to the police or other appropriate regulatory body. I agree that the information that I have provided in relation to this application may be stored and processed for the purpose of personnel management.** | |
| Signed: | Date: |
| **If your application is not successful would you be happy for your application to be passed on to another Creative Education Trust school with a similar vacancy? All information would be handled and transferred under the terms of the Data Protection Act 2018.** | |
| Yes | No |