**Job Application form for the post of Support Staff – Confidential**

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| **Please complete the application form and recruitment monitoring form and return email to:** |

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| **Job title you are applying for;** | |  | | | | | | | | |
| **Closing date;** | |  | | | | | | | | |
| **Job Reference;** | |  | | | | | | | | |
| **How did you hear about this post?** | |  | | | | | | | | |
| **1. Guaranteed interview for people with disabilities** | | | | | | | | | | |
| **Do you consider yourself to be a disabled person (Y/N)** | |  | | | | | | | | |
| **If yes, do you require any support or**  **adjustments to enable you to take part in the selection process for this job? (Y/N)** | |  | | | | | | | | |
| **If yes, give details below or continue on a separate sheet if necessary.** | |  | | | | | | | | |
| **2. Personal Details** | | | | | | | | | | |
| **Title** | |  | | | | | | | | |
| **Full Name** | |  | | | | | | | | |
| **Address** | |  | | | | | | | | |
| **Postcode** | |  | | | | | | | | |
| **Home Telephone Number** | |  | | | | | | | | |
| **Work Telephone Number** | |  | | | | | | | | |
| **Email Address** | |  | | | | | | | | |
| **National Insurance Number** | |  | | | | | | | | |
| **3. Education/Training/Qualifications (to be verified at interview)** | | | | | | | | | | |
| **School/college/**  **University placement** | | **Dates**  **From** | | **To** | **Courses taken/qualifications** | | | | | |
|  | |  | | **Board** | **Subject/Qual** | | | | | **Grading** |
|  |  | | | | |  |
| **4. Present Employment** | | | | | | | | | | |
| **Name and Address of Present Employer** | **Job Title** | | **Gross Salary** | | | | **Date of Appointment** | | **Notice Required** | |
|  |  | |  | | | |  | |  | |
| **Brief details of duties and responsibilities** | | | | | | | | | | |
| **5. Past Employment (paid or unpaid) – most recent first (include all previous employers)** | | | | | | | | | | |
| **Name and address of employer** | | **Job Title** | | | | **From M/Y** | | **To M/Y** | | |
|  | |  | | | |  | |  | | |
| **Please explain any gaps in Employment and/or Education** | | | | | | | | | | |
|  | | | | | | | | | | |
| **6. Relevant courses attended – most recent first** | | | | | | | | | | |
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| **7. Further information in support of your application**  Please give reasons for making this application. | | | | | | | | | | |
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| **8. Pension** | | | | | | | | | | |
| **Are you in receipt of an occupational pension? (Y/N)** | |  | | | | | | | | |
| **9. Other Information** | | | | | | | | | | |
| **Are you related to any member of the Governing Body/School (Y/N)** | |  | | | | | | | | |
| **If YES, please state who** | |  | | | | | | | | |
| **10. Disclosure of Criminal and Child Protection Matters**  The Governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people. | | | | | | | | | | |
| **11. Rehabilitation of Offenders Ace 1974**  This post is exempt from the Rehabilitation of Offenders Act 1974 – the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.  Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | | | | | | | | | |
| **12. Disclosure and Barring Service**  In the event of a successful application a Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment. | | | | | | | | | | |
| **13. Asylum and Immigration Act 1996**  In accordance with the Asylum and Immigration Act 1996, if short-listed you will be required to provide documentary evidence that you are legally entitled to live and work in the United Kingdom. You must, therefore, provide at the interview original copies of the official documents listed in the Preventing Illegal Working – Home Office Regulations May 2004 A Guide for Candidates. | | | | | | | | | | |
| **Do you require a permit to work in the UK (Y/N)** | |  | | | | | | | | |
| **14. References (Please note; we will not accept family members as referees)** | | | | | | | | | | |
| **Present/most recent employer;** | | | | | | | | | | |
| **Name** | |  | | | | | | | | |
| **Job Title** | |  | | | | | | | | |
| **Email Address** | |  | | | | | | | | |
| **Address** | |  | | | | | | | | |
| **Telephone Number** | |  | | | | | | | | |
| **Status/Relationship to you** | |  | | | | | | | | |
| **Are you happy for this reference to be requested prior to interview (Y/N)** | |  | | | | | | | | |
| **Previous Employer;** | | | | | | | | | | |
| **Name** | |  | | | | | | | | |
| **Job Title** | |  | | | | | | | | |
| **Email Address** | |  | | | | | | | | |
| **Address** | |  | | | | | | | | |
| **Telephone Number** | |  | | | | | | | | |
| **Status/Relationship to you** | |  | | | | | | | | |
| **Are you happy for this reference to be requested prior to interview (Y/N)** | |  | | | | | | | | |
| We reserve the right to take up references with any previous employer.  Pleas note;   1. References will be contacted before interviews unless otherwise requested 2. If any of your referees knew you by any other names, please write the name in the space below | | | | | | | | | | |
| **15. Declaration** | | | | | | | | | | |
| If it is found that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed. | | | | | | | | | | |
| (If completing the form electronically you will be asked to sign the form if selected for interview).  I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.  Signature:  Date: | | | | | | | | | | |
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**Recruitment Monitoring Form**

This section forms an integral part of the application form and must be completed in full and accurately.

**This form is confidential and will not be seen by the selection panel.** The information provided on this separate slip will be used by the School only to monitor the effectiveness of its equal opportunities and recruitment policies and will be used only as part of aggregated statistics.

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| **Please complete this section from information on the job advert.**  Job Title:  Job Reference:  Service Group:  Closing Date: |

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| **Gender** |  |
| **Disability**  Do you consider yourself to be a disabled person? |  |
| **Ethnic group**  To which ethnic group would you say you belong? |  |
| **Age** |  |
| **Postcode** |  |
| **Vacancy**  How did you become aware of the vacancy? |  |

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| **Completing your application form**   * Complete the application form (use **black ink** if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form. * The recruitment monitoring form must be completed in full. * Add your initial and surname to any additional sheets and clip them to your application form. * Return your completed application form and recruitment monitoring form by email to the address shown on the job advert by the stated closing date.   **Tips for completing section 7 – Experience**   * The decision to select you for interview will be based on how closely you meet the **essential criteria** shown in the job description. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work; voluntary or leisure activities; work in the home; training and education. If you feel you meet any of the **desirable criteria**, highlight these too. * You might find it helpful to do a rough draft first. * Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for. * Accurate spelling, punctuation and grammar help to make a good impression. * Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.   We look forward to receiving your application. |
| **Data Protection Act 1998**  Amethyst Academies Trust will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you on application to the School’s Data Protection Adviser.  Further information relating to the Data Protection Act 1998 can be found on the Data Protection Commissioner’s website at www.informationcommissioner.gov.uk |