

CONFIDENTIAL

APPLICATION FORM FOR SUPPORT STAFF POSTS

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

PERSONAL DETAILS	
Surname:	First Name:
Previous Surname: (if applicable)	Title:
Date of birth:	National Insurance no.:
Address:	Telephone numbers
	Home:
	Mobile:
Postcode:	Work:
Email:	

If you are not a European Citizen, please state if a work permit is required: YES/NO
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REFEREES – Please give the names and contact details of two referees, one of whom should be your present/most recent employer.	
1. Name:	2. Name:
Position/Job Title:	Position/Job Title:
Address:	Address:
	Postcode:
Postcode:	
Telephone:	Telephone:
Email:	Email:
Relationship to yourself:	Relationship to yourself:

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 teaching career, including previous and current 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 Councillor or employee of Newbury Academy Trust.

Name	Relationship
Position	

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 Independent Safeguarding Authority under the Safeguarding Vulnerable Groups Act 2006? 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.

Yes

No

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 DCSF, Doha and ISA.

A copy of Newbury Academy 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.

Declaration

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes.

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.

EQUAL OPPORTUNITIES MONITORING FORM

Post Ref:		Closing date	
Name		Date of Birth	

Newbury Academy Trust supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. To assist in the monitoring of this policy applicants are asked to provide the following information in order to ensure that all applicants are treated fairly and appointed solely on their suitability for the post. **This information will be treated as strictly confidential and will only be used for monitoring purposes. It will not be taken into consideration for short listing or interviewing purposes.**

Gender			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Marital Status			
Single:	<input type="checkbox"/>	Married:	<input type="checkbox"/>
		Widowed:	<input type="checkbox"/>
		Divorced:	<input type="checkbox"/>

Disability
<i>The Disability Discrimination Act 1995 defines disability as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.</i>
Do you consider yourself to have a disability which falls under this definition? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details:
Please indicate on the application form details of any special needs you may have in taking up the post for which you are applying.

Ethnicity (mark one box only)				
White	White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	Other White <input type="checkbox"/>	
Black or Black British	Black African <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Other Black <input type="checkbox"/>	
Asian or Asian British	Bangladeshi <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Other Asian <input type="checkbox"/>
Mixed parentage or heritage	White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Other mixed parentage <input type="checkbox"/>
Chinese or other ethnic group	Chinese <input type="checkbox"/>		Other ethnic group <input type="checkbox"/>	

Signed:

Date: