

Support Staff Application Form

The information that you provide on this form will be handled and stored in accordance with current data protection legislation. All records from the recruitment process will be held for 12 months after which they will be destroyed, except for those of the successful candidate.

1. Post Applied For	
Position Applied For:	
Academy Name:	

2. Personal Details	
Title:	
First Names:	
Surname:	
Have you ever used any other names?	YES/NO
If yes to above, please state:	
Address including postcode:	
Telephone number (home and personal):	
Email address:	
Notice period to be given:	
Do you hold a valid driving licence for the UK?	YES/NO
Are you related to any School Governor or anyone already employed at the School?	YES/NO

3. Current Post	
Job title:	
Salary/grade:	
Weekly hours worked:	
Current employer/school:	
Address of current employer/school:	
Date started in post:	
Date of leaving (if applicable):	
Reason for leaving:	

Please replicate box 4 (on an additional sheet if necessary) to allow adequate space to complete your full employment history.

4. Previous Post	
Job title:	
Salary/grade:	
Weekly hours worked:	
Name and address of employer:	
Date started in post:	
Date of leaving (if applicable):	
Reason for leaving:	

5. Education			
School/College/University	Dates		Qualifications achieved with grades and dates
	From	To	

6. Other relevant training, e.g. short courses, personal development, special projects		
Date:	Organising Body:	Brief Description of Course:

7. Supporting Information

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification, as well as why you are applying for this position. You may provide your supporting statement on a separate sheet if necessary but you are requested to limit your statement to two pages of A4 paper.

--

8. References

To comply with safer recruitment best practice, one reference will be requested prior to interview. You should identify below which employer you would be happy for us to contact prior to interview.

Reference 1:

Title:		Name:	
Occupation:		Email Address:	
Organisation:		Address:	
Can we contact before interview?	YES/NO	How do they know you?	

Reference 2:

Title:		Name:	
Occupation:		Email Address:	
Organisation:		Address:	
Can we contact before interview?	YES/NO	How do they know you?	

9. Disclosure of criminal convictions and rehabilitation of offenders act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure Barring Service. Please make the following declaration and tick the appropriate box.

Please note that 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 in to account. Guidance on the criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website, and it is advised that if you do have any spent convictions or cautions on your record, you seek confirmation from this website prior to disclosing any information that need not be disclosed.

☐ I have nothing to declare

☐ I have information to declare.

If you have any information to declare, then you should provide details of this in a sealed envelope accompanying your application. This will be treated in the strictest confidence and reference will be made to it for recruitment purposes only.

10. Arrangements for people with disabilities

You are not obliged to disclose any information about any disabilities you may have. However, if you do have a disability that may require adjustments to be made to the recruitment and selection process, please either specify your requirements in the box below, or contact the recruiting officer directly.

--

11. Asylum and Immigration Act	
Do you need a Work Permit or Worker Registration Certificate to work in the UK?	YES/NO

12. Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise the Enquire Learning Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. I understand that false information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to the termination of my employment, should I be successful during the selection process.

I agree that personal data relating to me which has been or is obtained by the Enquire Learning Trust, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised employees of the Trust and used by the Trust for any purpose relating to my application and prospective recruitment and employment within the Trust.

Please note: We require a signature on this application form and if you submit the application with an electronic signature or a typed signature, you will be asked to sign the form when you attend for interview.

Signed:	Date: