

|  |
| --- |
| **ASSOCIATE STAFF APPLICATION FORM** |

|  |  |
| --- | --- |
| **Position Applied For:** | **School Applied For:**  |
|  |  |

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

|  |
| --- |
| **1: Personal Details**  |
| **Title** |  | **Surname**  |  |
| **Forename(s)** |  | **Previous Name(s) / NA** |  |
| **Address** |  | **Date of Birth** |  |
| **Home Telephone** |  |
| **Work Telephone** |  |
| **Mobile** |  |
| **Email** |  |
| **Post Code** |  | **National Insurance No**  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **2: Current (or Most Recent) Employment**  |
| **Post Held** |  | **Date Appointed** |  |
| **Employer‘s Name** |  | **Current Scale/Salary** |  |
| **Employer’s Address**  |  | **Allowances** |  |
| **Date of Leaving** *(if applicable)* |  |
| **Notice Required***(if necessary)* |  |
| **Reason for Leaving** *(if applicable)* |  |

|  |
| --- |
| **Please Provide a Brief Description of Duties of the Post** *(please continue on separate sheet if required).* |
|  |

|  |
| --- |
| **3: Previous Employment (starting with most recent)**  |
| Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. *(Please continue on separate sheet if required).*  |
| **Name of Employer** | **Period of Service**  | **Position / Role /** **Main Responsibilities**  | **Salary/ Scale** | **Reason for Leaving** |
| **From****mm/yy**  | **To** **mm/yy**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Please give details and an explanation of any gaps in your employment history.**  |
|  |

|  |
| --- |
| **4: Own Educational Journey**  |
| Please give details of all nationally recognised qualifications awarded/results awaited; from **GCE Advanced Level to Further Degree Leve**l or their equivalents in chronological order starting with the first. Copies of essential qualifications will be required on appointment. |
| **Name of Educational Establishment** | **From****mm/yy**  | **To** **mm/yy**  | **Qualification and Subject** | **Grade / Level Achieved** | **Date Awarded****mm/yy** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **5: In-Service Training / Continuous Professional Development**  |
| Please include all appropriate training you have undertaken in the last four years starting with the earliest. |
| **Organising Body** | **Course Title** | **Awards (if any):** | **Length of Course**  |
| **No of** **Day(s)** | **Date****mm/yy** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **6: Membership of Professional Bodies** |
| Please list any professional bodies of which you are a member:  |
| **Name of Professional Body**  | **Level of Membership**  | **Membership Number** | **Date Achieved (mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **7: Letter of Application / Personal Statement**  |
| In support of your application you are invited to attach a letter or personal statement no longer than 2 slides of A4 outlining the following:* How your recent and relevant experience has prepared you for this post
* How the impact of your work to date is an appropriate foundation for you to undertake this role

 ***Alternatively please type in the section below:*** |
|       |

|  |
| --- |
| **8: References** |
| Please give names, addresses and status of two referees who have given permission for their names to be used and to whom The Mercian Trust may refer as to your suitability for the post. If possible, at least one reference should be from your current or most recent employer. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references. |

|  |
| --- |
| **\*\* IMPORTANT \*\*** **In all instances where an applicant currently works in a school or educational setting, a reference will always be sought from the Headteacher (or Chair of Governors for Headteacher appointments) of that establishment.** |

|  |
| --- |
| **Current of most recent employer – First Referee**  |
| **Title**  |  | **Name**  |  |
| **Organisation**  |  | **Position Held**  |  |
| **Address** |  | **Capacity**  |  |
| **Email Address**  |  |
| **Contact Number(s)** |  |
| **May contact before interview**  | **Yes** [ ]  **No** [ ]  |

|  |
| --- |
| **Second Referee**  |
| **Title**  |  | **Name**  |  |
| **Organisation**  |  | **Position Held**  |  |
| **Address** |  | **Capacity**  |  |
| **Email Address**  |  |
| **Contact Number(s)** |  |
| **May contact before interview**  | **Yes** [ ]  **No** [ ]  |

|  |
| --- |
| **9: Right to Work in the UK** |
| The Mercian Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. |
| Have you a right to work in the United Kingdom? | **Yes** [ ]  | **No** [ ]  |
| Is this subject to a Work Permit?  | **Yes** [ ]  | **No** [ ]  |

|  |
| --- |
| **10: Disclosure of Relationship** |
| Are you related to anyone within The Mercian Trust?  | **Yes** [ ]  | **No** [ ]  |
| If Yes, who and the relationship, please provide details below: |
|  |

|  |
| --- |
| **11: Other Information** |
| Have you lived or worked outside the UK for more than three months in the past five years? | **Yes** [ ]  | **No** [ ]  |
| Do you hold a valid driving licence? | **Yes** [ ]  | **No** [ ]  |
| Do you have daily use of a vehicle? | **Yes** [ ]  | **No** [ ]  |
| Do you have any penalty points on your licence? | **Yes** [ ]  | **No** [ ]  |

|  |
| --- |
| **12: Self Declaration of Criminal Record** |
| This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You will therefore be required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are ‘spent’. However 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. Details of the filtering rules can be found on [www.gov.uk/dbs](http://www.gov.uk/dbs)Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)As the post involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from doing so. All shortlisted candidates will be asked to complete a safeguarding/ criminal records self disclosure form prior to interview. You will be asked to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked. Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer. The academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. |

|  |
| --- |
| **13: Data Protection Act**  |
| The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months. |

|  |
| --- |
| **14: Declaration**  |
| I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may render my application invalid or after appointment could lead to disciplinary action or dismissal. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. |
|  |
| **Signature**  |  | **Date:**  |  |

 **Please return the completed form to:**

**Equal Opportunities Monitoring Form**

**The Mercian Trust is committed to a policy of equal opportunities and it is our approach to select the right person**

**irrespective of sex, sexual orientation, age, race, ethnic origin, disability or gender reassignment**

In order that The Mercian Trust can monitor the effectiveness of our advertising strategies and recruitment programmes

to ensure they are open to all sections of the community please complete this form. The completion of the form is

voluntary, however please note that any information you provide will be strictly confidential and used for monitoring

and statistical purposes only within the requirements of the Data Protection Act 1998.

**PLEASE NOTE THIS FORM WILL BE REMOVED FOR MONITORING PRIOR TO THE SELECTION PROCESS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Surname**  |  |
| **Forename(s)** |  | **Previous Name(s) / NA** |  |
| **Position Applied For**  |  | **School**  |  |

|  |  |  |
| --- | --- | --- |
| **Ethnicity** | **Workforce census code** | **Please tick** |
| White | WBRI | British English Welsh Northern Irish Scottish |[ ]
|  | WIRI | Irish |[ ]
|  | WOTH | Any other White background |[ ]
| Mixed | MWBC | White and Black Caribbean |[ ]
|  | MWBA | White and Black African |[ ]
|  | MWAS | White and Asian |[ ]
|  | MOTH | Any other Mixed background |[ ]
| Asian or Asian British | AIND | Indian |[ ]
|  | APKN | Pakistani |[ ]
|  | ABAN | Bangladeshi |[ ]
|  | AOTH | Any other Asian background |[ ]
| Black or Black British | BCRB | Black – Caribbean |[ ]
|  | BAFR | Black – African |[ ]
|  | BOTH | Any other Black background |[ ]
| Other ethnic group | ARAB | Arab |[ ]
|  | CHNE | Chinese |[ ]
|  | OOTH | Any other ethnic group |[ ]
| **Other Ethnic Group** - *please confirm:*  |  |

|  |  |
| --- | --- |
| **Age range:** | **Please****tick** |
| Below 25 |[ ]
| 25 - 34 |[ ]
| 35 - 44 |[ ]
| 45 - 54 |[ ]
| 55 - 65 |  [ ]  |
| 65+ |[ ]

|  |  |
| --- | --- |
| **Are you:** | **Please****tick** |
| Female |[ ]
| Male |[ ]

|  |  |
| --- | --- |
| **Are you:** | **Please****tick** |
| Married |[ ]
| Single |[ ]

|  |
| --- |
| **Have you any special requirements for interview (e.g. sign language, interpreter, wheelchair access)?** |
|  |

|  |
| --- |
| **Where did you see this position advertised?** |
|  |