



**PEAK EDGE**

---

ACADEMY TRUST

**Support Staff**  
**Job Application Form**

## Completing your form

Please read the application form, job description, person and health risks specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified.

You will only be shortlisted, if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.

Please return your form by email or by hard copy to the Headteacher at the school. If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful. Please do not let this deter you from applying for future positions.

## Equality Act

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Included in the pack, is an equality monitoring form. By completing this form, you can help us to improve and encourage applications from under-represented groups in our city. This is optional.

## Disabled Candidates

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

## Asylum and Immigration Act

If shortlisted you will be asked to bring relevant documentation to interview.

## Criminal Records Declaration

All applicants are to complete and return Appendix A: Criminal Records Declaration Form. The Trust recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role.

However the nature of some posts requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions. The recruiting manager will only have access to this confidential information after shortlisting is completed and may ask questions about criminal records at interview.

If you are barred from working with children, you are breaking the law if you seek, offer or engage in regulated activity with a group that you are barred from working or volunteering with.

## Flexible Working

We welcome applications from people who want to work part-time, including for jobs which are advertised as full-time. There are a number of ways in which this can be facilitated so if this applies to you, please discuss the options with the recruiting Head Teacher or manager.

Please return this form to the Headteacher at the school.



**Confidential**

**Please return this form by email or hard copy to:**

<b>Office Use Only</b>	<b>App No</b>
Shortlisted:	Interviewed:
Successful:	Pre Offer Check:
Date Offered:	
Date Accepted:	

**JOB TITLE**

**SCHOOL**

**Surname/Family Name:**

**Full Name (not abbreviations):**  
As relevant, include any **former names** used previously.

**National Insurance Number:**

**Address:**

**Post Code:**

**Daytime contact telephone numbers:**

**Mobile Telephone:**

**Home Telephone:**

**Work Telephone:**

**E-mail Address:**

**1. Current Employment**

<b>Job Held:</b>	<b>Employer and Address:</b>	<b>From:</b>	<b>Wage/Salary</b>
		<b>To:</b> (if applicable)	<b>Grade</b>
<b>Brief details of main duties/responsibilities:</b>			
<b>Reason for leaving current job(s):</b>			
<b>Length of notice required, or date you could start:</b>			





#### 4. Suitability for the Job

Please state why you think you are suitable for this job. Enclose additional sheets if necessary.

**Note:** Please use the personal statement of your application to demonstrate how you meet the elements set out in the person specification. **Please provide examples, with evidence of positive impact.** Candidates will be shortlisted on the basis of their personal statement and previous track record. Please make sure to read our [candidate's guide to using artificial intelligence \(AI\) in recruitment](#).

*Please use additional sheets as necessary.*

#### 5. Other Information

##### Relationships

Are you related to any councillor, Senior Officer (including Head or Deputy Headteacher in Sheffield), or member of the Governing Board relevant to this appointment?

NO       YES

If YES, give name: \_\_\_\_\_ Relationship: \_\_\_\_\_

##### Criminal Records Declaration

As this post involves working with children and/or vulnerable adults, if you are offered the post you will be subject to an enhanced Disclosure and Barring Service check. You must disclose all convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended 2020).

Failure to disclose this information could result in the withdrawal of a job offer, disciplinary

action or dismissal. Any information given will be completely confidential and will be considered only in relation to your application.

If you are barred from working with children, you are breaking the law if you seek, offer or engage in regulated activity with a group that you are barred from working or volunteering with.

### Dismissal

Other than for reasons of redundancy or on health grounds, have you ever been dismissed from employment from any employer, including employment agencies?

NO  YES

If 'YES' please give details, stating from where, when and the reasons for the dismissal

### Online searches

In accordance with the DfE document 'Keeping Children Safe in Education' document, we complete an Online Search on each shortlisted candidate to further check suitability for the post.

### Privacy Notice

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found on the school website which detail how we use your information.

#### Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

#### What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: Name, Address, School and Employment history, Referees

#### How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

#### How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

## 6. References

Please provide us with the details of two people who we can contact for references. The first should be an **employment reference** from your current or most recent employer, if you have been employed. Please note that we may contact a senior manager to verify the reference if you do not select them as your referee.

Do provide accurate telephone numbers, addresses and work-place email addresses.

If you are a school or college leaver, then you should provide an **academic reference**. This should be from your most recent tutor or institution. If you are or have been self-employed, you can provide a professional reference, for example from a customer or supplier.

Ideally the second reference will also be an employment reference, from a previous line manager. It could also be a professional or academic reference.

Only, if the above cannot be obtained, should you provide a **personal reference**. This can be from a person of professional standing in the community such as a lawyer, bank manager, doctor, teacher etc. **Your family or friends cannot provide references for you.**

*You may use a Peak Edge employee or School Governor as a referee if they are not directly involved in the recruitment process (unless no alternative exists). However any attempt to influence the process in your favour or on your behalf will disqualify you.*

<b>Referee (1) Present or Most Recent Employer</b>	<b>Referee (2)</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Capacity known:</b> Choose an item.
<b>Address:</b>	<b>Address:</b>
<b>Tel Number:</b>	<b>Tel Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why. Peak Edge and the School's Governing Board reserve the right to contact any previous employer.</b>	
<b>Declaration</b> I confirm that the information on this form is true and correct and will be used as part of my contract of employment. I understand that the Trust may contact my referees and verify any qualifications/registrations, which are required for the job. I accept that any false statement or omission may lead to my being dismissed, if appointed to the post. By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.	
<b>Signature:</b>	<b>Date:</b>

Please note that if you submit this form electronically and you are invited to take part in an assessment centre, we will ask you to physically sign this application when on site.

**Please return this form by email or hard copy to:-**

The Headteacher of the recruiting school.