

Application Form for Support Staff

Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form

1. POST DETAILS

Post applied for:		Post ref:
Department:	Location:	

2. PERSONAL DETAILS

Family Name:	Other Names:
Previous Names:	National Insurance Number:
Title:	Contact Telephone Number:
	Please only answer the questions below if they are a requirement on the Person Specification for this post
Address:	Do you have a current full Driving License? Yes <input type="checkbox"/> (Press enter to select) No <input type="checkbox"/>
Post Code:	Do you have use of a vehicle? Yes <input type="checkbox"/> (press enter to select) No <input type="checkbox"/>
Email:	

3. PRESENT EMPLOYMENT

(If you are not currently in employment please leave blank)

Job Title:	Telephone Number:
Employer's Name:	May we contact you on this number? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	Basic Pay/grade:
	Other Pay:
Postcode:	Date Started:
	Period of Notice:

Outline of key duties and responsibilities:

4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.

Organisation	Role	Salary (If Applicable)	Date Employed		Reason for leaving
			From MM/YYYY	To MM/YYYY	

4b. Please specify all time not accounted for above with dates and reasons

5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. Please use additional paper if necessary.

6. RELATIONSHIPS

Are you related to any Elected Member/ employee of the Rise Multi Academies Trust

Yes ☐

No ☐

If yes, please give details

7. CRIMINAL CONVICTIONS AND CAUTIONS

To be read in conjunction with the criminal convictions section on the application form guidance notes.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?

Yes ☐

No ☐

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

The Terms and Conditions of Employment found in your job pack will tell you if this post is defined as a 'Regulated Activity' under the Safeguarding Vulnerable Groups Act 2006.

8. EDUCATION

Qualifications gained or pending. Please state subject (Please be prepared to provide evidence at interview)	Grade	Date Achieved (MM/YYYY)	School/College/University

9. MEMBERSHIPS OF RELEVANT ORGANISATIONS

Professional Body/Association	Qualification/ Membership Level	Dates of Qual/ Membership (MM/YYYY)

10. RELEVANT COURSES/ AWARDS (e.g. short courses attended/ certificates/awards)

Organising Body	Brief Details of Course	Duration	
		From	To

11. DISABILITY/ HEALTH CONDITIONS

The Rise Multi Academies Trust encourages people with disabilities to apply for jobs and uses the 'Two Ticks' Disability Symbol. This means that the Rise Multi Academies Trust is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

The Equality Act 2010 defines disability as:

'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.'

Please see notes of guidance for further clarification of this definition.

I consider myself to be: Disabled ☐ Non Disabled ☐

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- ☐ Interview information on audio tape
- ☐ Interview information in large print format
- ☐ Sign language interpretation or other assistance with communication at interview
- ☐ Induction loop in interview room

- ☐ Wheelchair-accessible location for interview
- ☐ Car parking space for interview (for people with mobility problems only)
- ☐ Facility for Personal Carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day:

12. DATA PROTECTION ACT

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by the Rise Multi Academies Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

13. INTERVIEW ARRANGEMENTS

Please indicate below any dates when you would not be able to attend for interview:

14. REFERENCES

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Telephone Number:	Telephone Number:
Title/ Position:	Title/ Position:
Relationship to applicant:	Relationship to applicant:

One of your references should be your present or most recent employer.

For all candidates shortlisted for posts which have been designated as a regulated activity, it will be necessary to approach both referees at the shortlisting stage.

15. DECLARATION

I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of a qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.

By signing this form I agree to Rise Multi Academy Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I also confirm that I have not directly or indirectly approached any Governor of the academy/school/college where this post is based to support me in making this application, as this would disqualify me as a candidate.

I understand that satisfactory references, DBS disclosure, medical clearance and evidence of the right to work in the UK and declaration of any relevant criminal convictions, cautions, reprimand or warnings are required before any final offer of employment can be made.

I also understand that if I don't tell you about any relationships with any member or Governor of a academy/school/college, or I neglect to tell you about any criminal convictions, cautions, reprimands or warnings, and this is discovered after appointment, I could be dismissed without notice.

Signature:

Date:

If you are applying online you will be required to bring a signed application with you to the interview.

16. MONITORING SECTION

It would be really helpful if you could complete this section for us. Rise Multi Academies Trust is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process.

Department:	Based at:
Post Ref No:	
Application for post of:	

1) How would you describe your ethnicity?

(a) White

b) Mixed

(c) Asian & British Asian

☐ British

☐ Irish

☐ Any Other White

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any Other Mixed Background*

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian
background

*(please write in below)

(d) Black or Black British

☐ Caribbean

☐ African

☐ Any Other Black background*

(e) Chinese or other ethnic group

☐ Chinese

☐ Any Other ethnic group*

☐ Any Other *

(f) Gypsy/Traveller

☐ Irish Traveller

☐ Romany Gypsy

☐ Prefer not to state

- Please write below

2) My sex is Male ☐ Female ☐ Prefer not to state ☐

3) My date of birth is (DD/MM/YY) _____ Age: _____

4) The Equality Act 2010 defines disability as:

'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

I consider myself to be Disabled ☐ Non-Disabled ☐ Prefer not to state ☐

5) My religion is:

Buddhist ☐ Christian (all denominations) ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ None ☐ Prefer not to state ☐ Other ☐

Please specify

6) My sexual Orientation is:

Bi-sexual ☐ Gay ☐ Lesbian ☐ Heterosexual ☐

Prefer not to state ☐ Other ☐ Please specify