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| HeartTrust_Colour_WhiteText_Print  **Support Staff Application Form** | | | | | |
| **Safeguarding Statement**  The HEART Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  **Equality & Diversity Statement**  The Heart Education Trust is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school communities to model this in their behaviour and relationships.  **Data Protection Statement**  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 at [www.thehearteducationtrust.co.uk](http://www.thehearteducationtrust.co.uk) which details how we use your information. Why Do We Collect This Information? Once you have submitted an application form, the Trust uses 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:   * Contact details * Current and previous employment information * Qualifications and training * Information relating to criminal convictions or cautions * Equal opportunities information * References  How we may share the informationWe 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 informationWe 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. | | | | | |
| Role Applied for: ……………………………………………………………………………………………………………………………  Academy / Department: …………………………………………………………………………………………………………………  Where did you see this job advertised? ……………………………………………………………………………………………  *Now that you have read the details of the post we would be pleased to receive your application if you believe that we can offer you the right opportunity for your next career move.*  *Your completed form should be returned to* hr@thehearteducationtrust *by the closing date stated in the role advertisement. Please complete all parts of the application form.* | | | | | |
| SECTION 1 **PERSONAL DETAILS** | | | | | |
| Surname:……………………………………………………………………  Address:……………………………………………………………………  (Town)………………………………………………………………………  (County)……………………………………………………………………  (Postcode)…………………………………………………………………  Date of Birth:…………………………………………………(Optional) | | Forename(s):…………………………………………………………………  Title (Mr, Mrs, Miss, Ms, Dr, other):…………………………………  Telephone No (Home):……………………………………………………  Telephone No (Work):……………………………………………………  Teacher Number……………/……………………………………………… Email address: ………………………………………………………………. | | | |
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| SECTION 2 **EDUCATION (post age 16)** | | | | | |
| Institution(s) attended | | | Dates | Qualifications gained | |
| Please include any higher degrees in this section | | |  |  | |
| SECTION 3 **PROFESSIONAL TRAINING AND DEVELOPMENT** (Please include details of any relevant training or staff development) | | | | | |
| Institution Attended | Course | | | | Date |
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| **INTERESTS** (e.g. hobbies, sports, voluntary work) | | | | | |

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| SECTION 4 **CURRENT/LAST EMPLOYMENT** | |
| Employers Name:………………………………………………………………  Employers Address:……………………………………………………………  (Town)………………………………………………………………………………  (County)……………………………………………………………………………  (Postcode)………………………………………………………………………… | Position:……………………………………………………………………  Grade/Salary:……………………………………………………………  Date Commenced:……………………………………………………  Date of Leaving if applicable:………………………………………  Period of Notice:………………………………………………………… |
| Reason for Leaving……………………………………………………………………………………………………………………………………………………  School Name (if applicable)…………………………………………………………………………………………………………………………………………  Brief description of duties/responsibilities:  Number of additional sheets used………… | |

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| **DETAILS OF PREVIOUS EMPLOYMENT** (chronologically listed) Please account for any gaps in employment below. | | | | | | | Dates | | Position | Brief outline of responsibilities |
| Name of Employer | Dates of Employment  From To | | Brief Description of Duties | | Reason for Leaving | |  | |  |  |
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| **DETAILS OF PREVIOUS EMPLOYMENT** Cont………………… | | | | | | |
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| **GAPS IN EMPLOYMENT**  Please state the reason(s) for any gaps in the employment you have listed above.  Number of additional sheets used………… | | | | | | |

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| SECTION 5 PERSONAL STATEMENTYOUR PERSONAL STATEMENT SHOULD PROVIDE EVIDENCE/EXAMPLES OF HOW YOU MEET THE PERSON SPECIFICATION AND YOUR ABILITY TO CARRY OUT THE JOB DESCRIPTION. |
| It is recommended that you use the headings provided to structure your statement. Please use a separate sheet if required. |
| Number of additional sheets used………… |

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| SECTION 6EMPLOYMENT REFEREES | |
| If you are shortlisted, referees **will be** contacted prior to interview unless you request otherwise. Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members. To ensure your application is processed without undue delay, we will be contacting your referees by email - please provide full details of your referees including email address. | |
| **First Referee**  Name:…………………………………………………………………………  Company Name/Address:………………………………………………  (Town)…………………………………………………………………………    (County)………………………………………………………………………  (Postcode)……………………………………………………………………  Occupation……………………………………………………………………  Company Email………………………………………………………………  Telephone…………………………………………………………………….. | **Second Referee**  Name:……………………………………………………………………………  Company Name/Address…………………………………………………  (Town)…………………………………………………………………………  (County)………………………………………………………………………  (Postcode)……………………………………………………………………    Occupation……………………………………………………………………  Company Email………………………………………………………………  Telephone………………………………………………………………………. |
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| Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 | |
| I understand that any offer of a position will be subject to the information on this application form being complete and  correct. I authorise The HEART Education Trust to make any appropriate checks which may be necessary in relation  to the post I have applied for. False information, or a failure to supply the details required in this application form could  make an offer of a position invalid or lead to termination of the position.  I agree that personal data relating to me which has been or is obtained by The HEART Education Trust, including  personal data given by me on this form, may be held and processed either on computer or in manual records and may  be disclosed to authorised employees of The HEART Education Trust and used by The HEART Education Trust for  any purpose relating to my application for a position within The HEART Education Trust.   * I confirm that the information given by me is correct and that I am prepared for a Barred List check to   be carried out.   * I confirm that I am not on the Barred List, that I am not, or ever have been, disqualified from working with   children, that I am not subject to any sanctions imposed by a regulatory body and that I have no convictions, cautions  or bind-overs which I have not revealed in a sealed envelope attached to this application.   * I confirm that I have not been subject to any investigations by the Local Authority Designated Officer (LADO)   that were substantiated or that remain ongoing   * I confirm that I am not prohibited or restricted from participating in the management of an independent   school (which includes academies and free schools) under section 128 of the Education and Skills  Act 2008  Signed ………………………………………………………………………………………………..  Date ……………………………………………………………………………………………………. | |
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| DECLARATION | |
| * I confirm that the information contained in this form is true and correct. * I am in possession of the certificates which I claim to hold, and understand that any wilful falsification may result in dismissal if I am appointed. * I understand that any offer of employment will be subject to satisfactory medical and police checks, and to the receipt of references which the Directors deem to be satisfactory.   Signed ………………..……………. Date ………………………………………………….  Note: If an estimated or actual date of the interviews for this post is provided in the role advertisement you should assume that your application has not been successful if you have not been contacted by this date. | |
| **Please return this completed application to:** | |
| HR Department  The HEART Education Trust  Heartsease Primary Academy  Rider Haggard Road  Norwich NR7 9UE  [**hr@thehearteducationtrust.co.uk**](mailto:hr@thehearteducationtrust.co.uk)    Telephone:- 01603 343541 | |
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| **EQUAL OPPORTUNITIES MONITORING FORM** | |
| This form is separate from the main application form. Your answers will be treated in the strictest confidence  and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way. | |
| Post Applied For:……………………………………………………………  Surname:……………………………………………………………………  Forename(s):………………………………………………………………  Gender: Male Female | Which age group do you apply to:  Under 20  21 - 29  30 - 39  40 - 49  50 - 59  60 and over |
| Which of the following best describes your Ethnic origin?  **White:**  British  Irish  Other  **Black or Black British:**  Caribbean  African  Other Black background    **Chinese or other ethnic group:**  Chinese  Any other ethnic group | **Mixed:**  White & Black Caribbean  White & Black African  White & Asian  Other Mixed Group  **Asian or Asian British:**  Indian  Pakistani  Bangladesh  Other Asian  If “other” please specify:- ………………………………………………  ……………………………………………………………………………………  …………………………………………………………………………………… |