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| **STEP ACADEMY TRUST APPLICATION FORM \\HFASRV01-V\AdminUserPRFO\cgilbert\Downloads\step_logo_rgb_060611_3000px (1).jpg**  **GUIDANCE NOTES** |
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| **APPLICATION FORM**  You are advised to read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide in the Application Form and Supporting Statement. This guidance is designed to help you complete the Application Form as thoroughly as possible.  When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. Information you provide in the forms will be treated as confidential. The forms should be returned to the address on the advertisement/forms. |
| **HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?**  The job advertisement describes the skills, experience and qualifications we are looking for, and this forms the basis against which you will be assessed. The Job Description and Person Specification will be enclosed with your Application Form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases. |
| **DO YOU HAVE WHAT WE ARE LOOKING FOR?**  From the information in the advertisement, Job Description and Person Specification, work out if you have the skills, knowledge and experience we are seeking. If not, do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.  Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job. |
| **DATA PROTECTION**  STEP Academy Trust is collecting data in order to process your application under its Recruitment Policy and will use it for any subsequent employment purposes.  On occasions, the Trust will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.  Should you be unsuccessful with your application the Trust will destroy your forms after six months of its submission. |
| **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**  In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve working with vulnerable groups, specifically children and vulnerable adults. STEP Academy Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings that’s considered relevant to the role. Any information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  If you are successfully shortlisted you will be expected to complete a self disclosure form prior to your interview. Having a criminal record will not automatically bar you from employment. |
| **RECRUITMENT MONITORING FORM**  STEP Academy Trust is committed to promoting equality, inclusiveness and social justice for all its staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.  The Trust values the rich social and cultural diversity of the local communities. We will make sure that our workforce and our services reflect that diversity and community needs.  To assist STEP Academy Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process. |

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|  | APPLICATION REFERENCE NO: HCA12  (for office use only)  Please return completed forms to: [.......@stepacademytrust.org](mailto:.......@stepacademytrust.org) |  |  | \\HFASRV01-V\AdminUserPRFO\cgilbert\Downloads\step_logo_rgb_060611_3000px (1).jpg |
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| **THIS APPLICATION FORM IS A KEY PART OF THE RECRUITMENT PROCESS. IT IS THEREFORE IMPORTANT THAT YOU READ AND UNDERSTAND THE GUIDANCE NOTES BEFORE COMPLETING THE FORM. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT US.** | | | | | |
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| **APPLICATION FOR EMPLOYMENT** | | | | | |
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| **POST APPLIED FOR:** | | | | | |

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| **SUPPORTING STATEMENT** |
| This supporting statement would provide evidence/examples of how you meet the Person Specification and your ability to carry out the Job Description.  Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities. |

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| **Section 1 - EDUCATION AND TRAINING** | | | | | | |
| **Qualification(s) Obtained – Educational & Professional (where relevant)** | | | | | | |
| **Qualification** | **Subject** | | **Qualification Level** | | | |
| For teaching posts please state the age range of children for which you were trained: | | | | | | |
| **Qualifications Currently Being Taken (where relevant)** | | | | | | |
| **Qualification** | **Subject** | | **Qualification Level** | | | **Date Commenced &**  **Duration of Course** |
| **Training Courses Attended or Currently Being Taken**  **(relevant to the position you are applying for)** | | | | | | |
| **Title of Training Provider** | | **Course/Qualifications** | | | **Duration** | |
| **For teaching posts only**  Are you recognised by the DFE as a qualified teacher?  Please ✓ **Yes No** | | | | **Teachers Registration Number:** | | |

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| **Section 2 - EMPLOYMENT HISTORY** | | | | | | |
| **Present or Most Recent Employment** | | | | | | |
| Name & Address of Employer: | | | | Nature of Business: | | |
| Job Title:  Current Salary: | | | | Date Started: | | |
| Notice Required: | | | | | Date Left (if relevant): | |
| State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving: | | | | | | |
| **Summary of Previous Employment**  In this section, please confirm all employment from the time you left full time education until the present day:   * Include part-time and temporary posts and previous posts with your present employer. * Enter details of your most recent position first and then work your way back. * Explain any breaks in employment in the following section * You may attach extra sheets if necessary. * For teaching posts, please provide information relating to age of pupils. | | | | | | |
| Period Employed | | Name of Employer, Address  & Nature of Business | Position held | | | Reason for Leaving |
| From  MM/YY | To  MM/YY |
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| Please explain any breaks in your continuity of employment:  If you have lived/travelled outside of the UK for more than 6 consecutive months within the last 10 years, STEP Academy Trust will require you to obtain a criminal records check from the relevant country.  **Have you lived or worked outside of the UK in the last 10 years?** Please ✓ **Yes  No** | | | | | | |

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| **Section 3 - REFERENCES** | |
| Please give name, address, position and relationship of two referees. One of these should be your current or if you are unemployed, your most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative.  Please note that references will be requested prior to interview. | |
| Name of Referee:  Establishment Name & Address:  Postcode:  Telephone Number:  E-mail:  Relationship to referee:  Are you willing for your referee to be approached prior to interview?  Please ✓ **Yes  No** | Name of Referee:  Establishment Name & Address:  Postcode:  Telephone Number:  E-mail:  Relationship to referee:  Are you willing for your referee to be approached prior to interview?  Please ✓ **Yes  No** |

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| **Section 4 – CONFIDENTIAL INFORMATION** |
| **ASYLUM AND IMMIGRATION ACT 1996**  STEP Academy Trust will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006.  By checking the box, I hereby confirm that I am legally entitled to work in the UK and that I will provide documentary evidence of this entitlement when requested.  **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**  The Trust is required, by law, to operate a checking procedure for employees who have access to children and young people. If you have ever been the subject of any child protection concern, either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation to child protection, including any which are time expired details must be disclosed in the appropriate section of the ‘Self Disclosure Form’ that you would need to complete if you are successfully shortlisted.  The Trust is legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The job for which you have applied necessitates an Enhanced disclosure. Enhanced disclosures are for positions which have contact with children or vulnerable adults or work in a ‘specified place’. They contain details of convictions, cautions, reprimands or warnings on record. Any information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that when applying for certain jobs, certain convictions and cautions are ‘protected’ and will not appear on a DBS certificate. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking this box, I hereby confirm that I agree, if I am selected for the appointment, to a check being made on any criminal record applicable to me.  **DISQUALIFICATION OR PROHIBITION FROM WORKING WITH CHILDREN**  By checking this box, I hereby confirm that I am not disqualified or prohibited from working with children and/or have information held about me under section 142 of the Education Act 2002. I understand that, if I am appointed to the post, the Trust will carry out a check for this and if it is discovered that I am prohibited then the offer of employment will be withdrawn. |
| **REHABILITATION OF OFFENDERS ACT 1974 (Exceptions) Order 1975 Amendment Order 2020**  If you have been convicted of a disclosable criminal offence, the details must be disclosed if you are successfully shortlisted in the appropriate section of the self disclosure form, along with details of any cautions, warnings, reprimands or any criminal convictions/criminal actions /court hearings that are pending against you. If you do not have any disclosable information, then please indicate this in the relevant section of the form.  **DISCIPLINARY RECORD**  If you have ever been the subject of any disciplinary investigation and/or sanction by an organisation due to concerns about your behaviour towards children details must be disclosed in the appropriate section of the self disclosure form.  If you are successfully shortlisted you will be expected to complete a self disclosure form prior to your interview. |
| **DATA PROTECTION ACT**  By checking this box, I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form. |
| **DECLARATION**  Do you have any relationships (personal/business/financial) with STEP Academy Trust Trustees, Governors, the Chief Executive Officer or other senior employees of the Trust that may conflict with the duties of the post for which you are applying? Failure to declare any such relationship may lead to disqualification for appointment.  Please ✓ **Yes  No**  If yes, please provide details:  I declare that the information I have given in this application is correct to the best of my knowledge. I understand that any false declaration or misleading statement or a significant omission; may disqualify me from employment and render me liable to dismissal.  **Signed: Date:** |

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| **MONITORING FORM** |

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|  | APPLICATION REFERENCE NO: HCA12  (for office use only)  Please return completed forms to: [...................@stepacademytrust.org](mailto:...................@stepacademytrust.org) | | |  | \\HFASRV01-V\AdminUserPRFO\cgilbert\Downloads\step_logo_rgb_060611_3000px (1).jpg |
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| **Post Applied For:** | | | | | |
| **PERSONAL DETAILS** | | | | | |
| Surname/family name:  Maiden/Previous Name: | | | First name(s)/other names: | | |
| **Address for correspondence:**  Postcode:  E-mail: | | | **Telephone number where you can be contacted:**  Day:  Evening:  Mobile No.: | | |
| **RECRUITMENT MONITORING** | | | | | |
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| **THE BELOW DETAILS ARE FOR MONITORING PURPOSES ONLY AND ARE CONFIDENTIAL.**  As an Equal Rights employer STEP Academy Trust seeks a workforce, which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.  To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability. The monitoring form will not be used as part of the shortlisting process. | | | | | |
| **Gender:** | | **Date of Birth:** | | | |
| **Marital Status: Please ✓** | | | | | |
| Civil Partnership  Divorced  Married  Separated  Single  Widowed  Common Law Partnership | | | | | |
| **DISABILITY** | | | | | |
|  | The Disability Discrimination Act (1995) defines a disabled person as a person with 'a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. You no longer have to be registered disabled. | | | | |
| Do you consider yourself to be disabled?  **Please ✓** Yes  No | | | | | |
| **If Yes: -**  What Adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment. | | | | | |
| Where did you see this post advertised? | | | | | |

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| **RECRUITMENT MONITORING** |
| All of the information provided below is kept confidential in line with the Data Protection Act and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes.  We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people in the district who are currently working or actively looking for work. |
| I would describe my Ethnic Origin as: Choose one category then **✓** the appropriate box to indicate your cultural background  **Asian or Asian British**  Indian Pakistani  Bangladeshi  Any other Asian Background (Please specify) ………………………………………………    **Chinese** |
| **Black or Black British**  Caribbean African  Any other Black Background (Please specify)……………………………………………………… |
| **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed Background (Please specify)……………………………………………….…. |
| **White**  British Irish  Any other White Background (Please specify)……..…………………………………………….  Traveller of Irish Heritage  Gypsy/Roma  Do not wish to be recorded |
| **Sexual Orientation:** Please **✓** one of the boxes below  Bisexual Gay Do not wish to be recorded    Heterosexual Other (Please specify) ………………………………………….  **Religion:** Please **✓** one of the boxes below  Buddhist Christian  Hindu Judaism  Muslim Sikh  Jehovah’s Witness  No Religion Any other religion (Please specify)…………..…………….. |