



## Application Form - Support Staff Posts

### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our Data Protection Policy on our website: [www.smpsac.org](http://www.smpsac.org)

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

### VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post?

Where did you first hear about this job?

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Academy 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, and any other information held by local police that is 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.



For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Academy's privacy notice.

**Do you have a DBS certificate?:**  Yes  No      Date of check:

If you've lived or worked outside of the UK in the last 5 the Academy may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:**  Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

We will not ask for any criminal records information until we have received the results of a DBS check.

### TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the Academy must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK



## RIGHT TO WORK IN THE UK

The Academy 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.

## SIGN AND DATE

Name: (please print)

Sign:

Date:

## 1. INSTRUCTIONS

Please complete all sections of this form using black ink or type. ***This form has been created with Google Docs. If you are using Microsoft Word to complete this form, please do not adjust the formatting and send the file back as a Word document.*** The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively. Applications will only be accepted if they are completed in full. Applications should be submitted via email to: [HR@smpsac.org](mailto:HR@smpsac.org) or posted to: HR Officer, St Mary's Church of England Academy, Trinity Avenue, Mildenhall, Suffolk, IP28 7LR.

## 2. PERSONAL DETAILS

### PERSONAL DETAILS

First name:

Surname:

Preferred title:

Previous surnames:

### CONTACT DETAILS

Address:

Postcode:



Home phone:	
Mobile phone:	
Email address:	

### DISABILITY AND ACCESSIBILITY

The Academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require below:

### RELATIONSHIP TO THE ACADEMY

Please list any personal relationships that exist between you and any of the following members of the Academy community:

- Governors/Trustees
- Staff
- Pupils

If you have a relationship with a Governor, Trustee, or employee, this does not necessarily prevent them from acting as a referee for you.

Name:	Relationship:	Role at Academy:



### 3. EMPLOYMENT HISTORY

CURRENT EMPLOYMENT DETAILS	
Job title:	
Employer details: (name, address, email and/or telephone)	
Dates employed (from-to):	
Part-time or full-time:	
Salary details:	
Brief description of duties:	
Reason for leaving:	

PAST EMPLOYMENT DETAILS					
<p>Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Add additional rows, or if you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your surname and the job for which you are applying for, on each separate sheet).</p>					
Job title or position:	Name and address of school, other employer, or description of activity:	Full or part-time:	Dates (DD/MM/YYYY)		Reason for leaving:
			From:	To:	




#### 4. EDUCATION AND TRAINING

EDUCATION AND QUALIFICATIONS		
<p>Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications. Add additional rows, or if you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your surname and the job for which you are applying for, on each separate sheet).</p>		
Dates attended: (month and year)	Name and location of school/college/university:	Qualifications gained: (including grades)

TRAINING AND PROFESSIONAL DEVELOPMENT			
<p>Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. Add additional rows, or if you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your surname and the job for which you are applying for, on each separate sheet).</p>			
Course dates:	Course title:	Qualification obtained:	Course provider:



## 5. SUPPORTING INFORMATION

### HOW YOU MEET THE SELECTION CRITERIA

Please use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person specification and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for. If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your surname and the job for which you are applying for, on each separate sheet).







## 6. LETTER OF APPLICATION

Please attach an accompanying letter explaining why you are applying for this post and anything else you wish to say. Please include your surname and the title of the post you are applying for as the file name for the attachment, if returning via email.

## 7. REFERENCES

Please give the names of two people who are able to comment on your suitability for this post.

**One must be your current or last employer.**

If you have not previously been employed, please provide details of another suitable referee who is not a family member. The Academy reserves the right to seek any additional references we deem appropriate. Please let your referees know that you have listed them as a referee and to expect a request for a reference should you be shortlisted.

REFERENCE ONE	
Name:	
Relationship to you:	
Address:	
Email address:	
Is this your current employer:	
I consent to this reference being requested before the interview: YES <input type="checkbox"/> / NO <input type="checkbox"/>	

REFERENCE TWO	
Name:	
Relationship to you:	
Address:	
Email address:	
Is this your current employer:	
I consent to this reference being requested before the interview: YES <input type="checkbox"/> / NO <input type="checkbox"/>	