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| **SUPPORT STAFF APPLICATION FORM** |

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| **APPLICATION FOR THE POST OF** |

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| **SCHOOL NAME OR JOB LOCATION**  Choose an item. |

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| **PERSONAL DETAILS** | |
| Surname: | First Name: |
| Email address: | |
| Telephone number(s):  Home / work / mobile (please state) | |

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| **EMPLOYMENT** | |
| Name and address of current / last employer:  Postcode:  Nature of business: | Name and address of establishment where employed  (if different): |
| Job Title / Post: | Date appointed: |
| Current annual salary or weekly wage: | Other benefits (if applicable): |
| Hours / sessions worked per week: | Notice required (or leaving date if last appointment): |
| Reason for leaving or for seeking other employment: | |

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| Brief description of duties: |

**Previous employment (most recent first and exact dates)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer(s)  name and address | Job title | Salary | Full or  Part-time  (give hrs) | Dates | | | | Reason for  leaving |
| **From** | | **To** | |
| **M** | **Y** | **M** | **Y** |
|  |  |  |  |  |  |  |  |  |

**EDUCATION, TRAINING & QUALIFICATIONS**

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| --- | --- | --- | --- | --- | --- |
| Dates | | Secondary  School/College/University | Qualification  gained | Grade/class  of degree | Date |
| From | To |
|  |  |  |  |  |  |

**Other relevant training courses attended**

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| --- | --- | --- |
| Organising body | Course title | Length of course |
|  |  |  |

**Membership of Professional Bodies**

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| --- | --- | --- |
| Name of body | Type of membership | Date obtained |
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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person specification.

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**REFEREES**

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees should be your present or most recent employer and normally no offer of employment will be made without a reference from them. If you have not previously been employed, then headteachers, college lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees.

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| --- | --- |
| Name: | Name: |
| Status: | Status: |
| Organisation (if appropriate): | Organisation (if appropriate): |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone number: | Telephone number: |
| Email address: | Email address: |
| How long known? | How long known? |

Do you give consent to us contacting your present employer prior to interview? **YES / NO**

**DISCLOSURE OF CRIMINAL BACKGROUND**

Please answer the following questions:

Have you ever been convicted of a criminal offence? **YES / NO**

Have you ever been cautioned for a criminal charge? **YES / NO**

Are you at present the subject of a criminal charge? **YES / NO**

If YES, please give brief details including dates:

**General**

Do you have a relationship with a Trust Board or staff member within the Mowbray Education Trust?

Please state name, relationship and school (if relevant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been the subject of formal disciplinary proceedings? **YES / NO**

If YES, please give brief details including dates:

**ADDITIONAL INFORMATION**

Is there any other information relevant to the recruitment process that you would like to advise us of, or any dates that you are not available for interview?

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**DATA PROTECTION PRIVACY STATEMENT**

The personal data that you provide within your application will be used for shortlisting and interviewing purposes and for contacting you about the recruitment process. If you chose to complete the sections on the final two pages of the application form, this data will be used only for monitoring purposes and will be anonymised. Your application will be stored securely and only used for purposes directly relevant to the recruitment process.

If you are appointed, your application will be placed onto a secure employment file. Details for unsuccessful candidates will be destroyed six months after the recruitment process concludes.

We do not share information about you with any third party without your consent unless the law allows us to do so.

The school is the ‘data controller’ for the purposes of data protection law.

By ticking this box you are consenting for your data to be used as described above. You may withdraw this consent at any time.

**DECLARATION**

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return your completed form to arrive by the closing date to** [**recruitment@mowbrayeducation.org**](mailto:recruitment@mowbrayeducation.org)

**If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.**

**EQUAL OPPORTUNITIES MONITORING FORM**

***This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the recruitment panel.***

***This box must be completed in order for your application to be considered***

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Title by which you wish to be referred:  (Mr/Mrs/Miss/Ms/Other) | Date of Birth: |
| National insurance number:   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | |
| Address for Correspondence: | |

**DISABILITY**

Do you consider yourself to have a disability? **YES / NO**

If you have answered Yes to the above, please answer the following question:

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| Is there reasonable adjustments required to attend an interview |

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| Your **gender** – are you: Male  Female  Transsexual / Transgender  Non-Binary |

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| Your **age**  16-25  26-35  36-45  46-55  56 & over |

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| --- | --- |
| I would describe my **ethnic origin**  as: (please note this question does not refer to your nationality/country of origin) | |
| **White**  English  Other British  Irish  Other white background (*please describe*) | |
| **Black or Black British:**  African  Caribbean  Other Black background (*please describe)* | **Asian or Asian British:**  Indian  Pakistani  Bangladeshi  Chinese  Other Asian background (*please describe)* |
| **Mixed (dual heritage):**  Asian and White  Black African and White  Black Caribbean and White  Other mixed background (*please describe)* | **Other ethnic group:**  Arab  Gypsy  Irish Traveller  Romany  Other ethnic group (*please describe)* |

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| **What is your religion or belief?**  No religion/belief  Christian  Buddhist  Hindu  Jewish  Muslim  Sikh |
| Other religion (*please describe):* |
| Other belief (*please describe):* |
| **What is your sexual orientation?:** Heterosexual BisexualGay manLesbian |

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| **If you consider yourself to be disabled, please specify:**  Communication  Hearing  Learning  Mental Health  Mobility  Physical  Visual  Other  Please give further details below if you wish: |

**How did you find out about this vacancy?**

Mowbray Education Trust Website

School Website

National Press (please specify)

Other Website (please specify)

Word of Mouth

Other (please specify)

**DECLARATION**

I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the school’s Equal Opportunity policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_