Thank you for your interest in Wise Owl Trust. The information you provide on this form will be used in accordance with the Data Protection Act 2018 and retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.

Please note: CVs will not be accepted

All sections of the form must be completed

Late applications will not normally be considered

**Application for a Support Staff Appointment**

|  |  |
| --- | --- |
| Post Title | **Family Support Coordinator** |
| Base School | **Wise Owl Trust** |
| Name |  |

(Please complete in black ink)

**Important: please read the notes below before completing this form**

## FAIRNESS AND EQUALITY OF OPPORTUNITY

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for Wise Owl Trust, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone. Wherever possible and reasonable, we will help a disabled person with the application process. If you are registered as disabled person and need such help, please contact the school.

**Returning this form:**

This form must reach us by the closing date, late applications cannot be considered**.** Please send it to k.walton@seymourroad.manchester.sch.uk.

**Documentary evidence:**

Candidates called for interview will be required to bring the following original documents\* to the interview for verification purposes: i) Birth Certificate and ii) Certificates of academic and professional qualifications (where relevant) iii) photographic identification such as passport or driving licence.

**Warning**:

If you provide false information, this could lead to dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified.

\*Photocopy documents will not be accepted.

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Surname (& any previous names✴) |  | | | |
| 2 | Forenames |  | | | |
| 3 | Title |  | | | |
| 4 | Address  Post Code |  | | | |
| 5 | Telephone No |  | Email Address |  | |
| 6 | Date of Birth |  | National Insurance Number✴ |  | |
| 7 | Do you need permission to work in the UK? | | | Yes ❑ | No ❑ |
| 8 | Are you able to produce documents which demonstrate that you are entitled to work in the UK? | | | Yes ❑ | No ❑ |
| 9 | If this post is open to job share, do you want to be considered for this option? | | | Yes ❑ | No ❑ |

**Relationships**

A candidate for any appointment with Wise Owl Trust who knows he/she is related to any member of the Multi-Academy Trust, a Director, a Governor of the school or a senior officer is required to disclose that relationship when submitting an application. In educational establishment the designation **‘senior officer’** includes anyone in a leadership position. For other employees the designation includes anyone paid on Management Grade 1 or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.

|  |
| --- |
| **If applicable please give details:** |
|  |

This post requires an enhanced Disclosure & Barring Service check (DBS), therefore candidates MUST supply the information marked with ✴ which will only be used for the purposes of identity verification

**1 Present Employment (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of employer: |  | | |
| Telephone number |  | Job Title |  |
| Date of Appointment |  | Present Salary |  |
| Notice Period |  | | |
| Reason for wishing to leave |  | | |
| Brief outline of duties |  | | |

**2 Previous Employment (most recent first)**

**Please give reasons for any breaks in employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/Voluntary Organisation | Post Held | Dates  Including month & year | Salary/Grade | Reason for Leaving |
|  |  |  |  |  |

**3 Education Checks (checks on qualifications will be made)**

|  |  |  |
| --- | --- | --- |
| Courses and relevant training:  Include results and examinations where applicable | Dates | Checked  (office use only) |
|  |  |  |

**4 Membership of Professional/Technical Bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| Institute or Association | How obtained  (e.g. examination or election) | Date | Grade of Membership |
|  |  |  |  |
|  |  |  |  |

**5 References**

Please give the name and address of two referees from which Wise Owl Trust may seek information regarding your suitability for employment covering at least the last 5 years of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time training, one referee should be from your college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary

For posts that require a criminal records check: If you are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults

|  |  |  |
| --- | --- | --- |
| 1 | Headteacher’s name & school |  |
| Address including post code |  |
| Email address |  |
| Telephone number |  |
| Relationship to you |  |
| Length of time known |  |
|  | Please tick here if you do not wish this referee to be contacted at this stage.  | |
| 2 | Name |  |
| Address including post code |  |
| Email address |  |
| Telephone number |  |
| Relationship to you |  |
| Length of time known |  |
|  | Please tick here if you do not wish this referee to be contacted at this stage.  | |
| 3 | Name |  |
| Address including post code |  |
| Email address |  |
| Telephone number |  |
| Relationship to you |  |
| Length of time known |  |
|  | Please tick here if you do not wish this referee to be contacted at this stage.  | |

**It is Wise Owl Trust’s policy to take up references for short-listed applicants prior to interview and the MAT reserves the right to contact any previous employers.**

**6 Letter of Application**

|  |
| --- |
| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you are a disabled person, and because of your impairment, cannot fulfill certain aspects of the Personal Specification, but you feel you can meet the job requirements, in an alternative/adjusted way, you can provide details here.  Please continue on a separate sheet if necessary.  Please ensure your name and other personal details do not appear in this section. |
|  |

**7 Rehabilitation of Offenders Act**

|  |
| --- |
| The Wise Owl Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  **Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**  [https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](https://url6.mailanyone.net/v1/?m=1lMXtL-0007Z0-5L&i=57e1b682&c=evHKUjH9tHqADHUx67CQq2aQQnc-G8KPkkyQhY9kfwDFPYzuVJv-bD-MpYRcCUxXDA5jb6cIEX_3T4yWnZBLmjVzc-Hgt_e6VrRoa4pcnxFg1TRzMasAswwTMwfhQCndhFDRn4xUvVk4B9n1HmET3YwMcKb04cFrzqJavUYvluTPyaC-VmyCdOoPRr4ROVQCzCwVP1jIG2i_0yVub3-xtku5Ukwf_kjWP_E0RV38FGkQGXjQbINroipdwWQnA7V0RNIIbNXt9VSRmYomY__zR6HqB-t-4Atmzeub_V7mRIqP8WIwTl-IWgQUu1fiBliTK-Q1oqYA82v8QSdFwrKBxA)  If shortlisted for an interview you will be required to disclose to us information about any:   * adult cautions (simple or conditional); * **unspent** conditional cautions; * **unspent** convictions in a Court of Law; and * spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020   so that a police check can be carried out if you are offered an appointment.  If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Principal of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

**8 Safeguarding**

|  |
| --- |
| Wise Owl Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment. For further information visit www.wiseowltrust.com |

**9 Data Protection Act 2018 - Fair Processing Notice**

|  |
| --- |
| The collection, processing, maintenance and retention of any personal data which Wise Owl Trust’s processes, is governed by legislation such as the Data Protection Act 2018 and by the Trust’s own policies and procedures. This Trust will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a job vacancy.  The information given will be provided to Trust employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.  If you are successful in your application for employment with Wise Owl Trust then the application form will be kept on your personnel file for the duration of your employment. |

**10 Declaration**

|  |
| --- |
| * I confirm that I have read and understood the enclosures provided with this application form * I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect Wise Owl Trust’s decision to employ * I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated * I confirm that I am medically fit enough to carry out the role as per the Job Description and advert * I am aware that shortlisted candidates will be subject to online checks such as social media accounts * I declare that I have not canvassed any employee or member of the Board of Directors/Local Governing Bodies either directly or indirectly in connection with this application * I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 2018. * I give my authority for the Employer to verify my qualifications with the relevant body. * I understand submitting this completed application form electronically signifies my acceptance of ALL of the above declarations   Signature:  Date: |

***IMPORTANT: Please return the completed form to Kerry Walton c/o Seymour Road Academy, Seymour Road South, M11 4PR or alternatively send via email to*** [***k.walton@seymourroad.manchester.sch.uk***](mailto:k.walton@seymourroad.manchester.sch.uk)

**SCHOOLS MONITORING FORM: PRIVATE** 

**AND CONFIDENTIAL**

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

Wise Owl Trust believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment. To make equal opportunities meaningful, it is essential that the Trust monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please complete the following:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Job Applied for: |  | | | | | | | |
| 2 | Base school |  | | | | | | | |
| 3 | Grade: |  | | 4 Closing Date | | | |  | |
| 5 | Where did you find out about this vacancy? |  | | | | | | | |
| 6 | What is your sex? | Male ❑ | | | | Female ❑ | | | |
| 7 | What is your age? | 17-18 ❑ | 19-50 ❑ | | 51-65 ❑ | | 66-75 ❑ | | 76 + ❑ |

#### **Ethnicity**

#### To which of these groups do you consider you belong? (please tick one box only):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **WHITE** |  | **C** | **Asian or Asian British** | |
| British | | Yes ❑ | Bangladeshi | | Yes ❑ |
| Gypsy/Traveller | | Yes ❑ | Indian | | Yes ❑ |
| Irish | | Yes ❑ | Pakistani | | Yes ❑ |
| Any other White Background (please state) | |  | Any other Asian Background (please state) | |  |
| **B** | **MIXED** |  | **D** | **Black or Black British** | |
| White and Black Caribbean | | Yes ❑ | African | |  |
| White and Black African | | Yes ❑ | Caribbean | |  |
| White and Asian | | Yes ❑ | Any other Black Background (please state) | |  |
| Any Other Mixed Background (please state) | |  | | | |
| **E** | Chinese or other ethnic group (please state) | |  | | |
| **F** | Any other ethnic group (please state) | |  | | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your faith, belief, religion? (Please tick one box) | | | |
| Buddist | Yes ❑ | Jewish | Yes ❑ |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | Yes ❑ | Muslim | Yes ❑ |
| Hindu | Yes ❑ | Sikh | Yes ❑ |
| Other religion (please state) | Yes ❑ | None | Yes ❑ |
| Prefer not to say | Yes ❑ |  |  |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your sexual orientation?** | | | |
| Bisexual | Yes ❑ | Hetrosexual/straight | Yes ❑ |
| Gay Man | Yes ❑ | Other; please state: | Yes ❑ |
| Lesbian/Gay Woman | Yes ❑ | Prefer not to say | Yes ❑ |

**Marital status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your marital status? (please tick one box)** | | | | |
| Single | Yes ❑ | Married | | Yes ❑ |
| Civil Partnership | Yes ❑ | Living with partner | | Yes ❑ |
| Prefer not to say | Yes ❑ | Divorced | Yes ❑ | |