

Application Form – Support Staff.

If you require a copy of this form in an alternative format, please contact us.

Application for the post of:	
School:	
Are you applying on a job share basis?	Y / N
If so, please state what proportion of full time you are proposing to work.	

1. Personal Information

Name	
Previous Names (if applicable)	
Address (inc postcode)	
Email Address	
Telephone Number	
Date of Birth	
National Insurance Number	
Are there any arrangements we can make for you if you are called for interview?	

2. References

Your first reference should relate to your present job, most recent employer, or the Headteacher/Principal of your school/college/university if applying directly from education.

Please state in what capacity the two referees are acting, i.e. current employer.

Please include all contact details requested.

References will be contacted if you are shortlisted for interview. By giving details here you are expressly giving consent to The Staffordshire Schools Multi Academy Trust to contact your referees and ask for details about your employment.

1st Referee

Name:	
Capacity providing reference in:	
Email Address:	
Address:	
Telephone Number:	

2nd Referee

Name:	
Capacity providing reference in:	
Email Address:	
Address:	
Telephone Number:	

3. Present (or Most Recent) Employment

Start Date:		End Date: (if applicable)	
Job Title:			
Company Name, Address & Phone Number:			
Salary:			
Allowances or benefits of role: (please specify)			
Brief Details of post: (continue on a separate sheet if necessary)			
Notice Required: (if applicable)			
Reason for leaving:			
Have you ever been subject to Disciplinary Proceedings?	Y / N		
If yes, please give more information, including outcome:			

4. Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Start Date:		End Date:	
Job Title:			
Company Name, Address & Phone Number:			
Brief Details of post:			
Reason for Leaving:			

Start Date:		End Date:	
Job Title:			
Company Name, Address & Phone Number:			
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Job Title:			
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Job Title:			
Company Name, Address & Phone Number:			
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Job Title:			
Company Name, Address & Phone Number:			
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Reason for Leaving:			

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Job Title:			
Company Name, Address & Phone Number:			
Brief Details of post:			
Reason for Leaving:			

6. Professional Qualifications, Training and Other Continuing Professional Development

Please list any professional qualifications you hold, along with any relevant courses or training you have attended in the last five years starting with the most recent (Please continue on a separate sheet if necessary).

Title of Course	Organising Body/Professional Association	Awards (if any)	Date of Award/Attendance (mm/yy)

7. Other Relevant Experience

If you do not have an NVQ or recognised qualification, please tell us about your equivalent knowledge and experience.

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If you do not have an NVQ qualification, would you be willing to work towards this?

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Please tell us about any ICT or other equipment you have used to support children's learning, or your work.

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Please use this space to tell us any relevant information about yourself, in particular any experience, skills, knowledge, training or qualifications with reference to the Person Specification. Continue on a separate sheet if necessary.

9. Overseas Police Check

To comply with DfE guidance, the Trust will carry out a check on a successful applicant if they have lived or worked outside the UK for a continuous period of 6 months or more in the past 2 years.

Please complete the information below, so that we can ascertain whether an overseas check will be required.

Have you lived or worked outside the UK for a continuous period of 6 months or more in the last 2 years?	Y / N	
If you have answered yes, please provide details below:		
I have lived or worked outside the UK for a continuous period of [____] months or more in the past [____] years.		
I have lived or worked in the following countries:		
Country	Date From (mm/yy)	Date To (mm/yy)

The Trust aims to promote equality of opportunity for all with the right mix of talent, skills, and potential and we welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purposes only when relevant.

10. Immigration, Asylum & Nationality Act 2006

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

I am able to provide appropriate documents	Y / N
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11. Declarations

To your knowledge are you related to a member of Staff, Director of the School/Trust or anyone elected to or employed by the Trust?	Y / N
If yes, please state their name and position held:	

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Trust, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Trust or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed: Please ensure this form is signed by hand.	
Date:	