



**THE  
HESSLE  
ACADEMY**



**THE CONSORTIUM**  
ACADEMY TRUST

### SUPPORT STAFF APPLICATION FORM

Post Details	
Post title:	
Personal Details	
Title:	
Forename:	
Surname:	
Date of birth:	
National Insurance Number:	
Contact Details	
Email Address:	
Contact Telephone Number:	
Preferred method of contact	Email / Telephone
Address Details	
Address:	
Postcode:	
Preferences	
If there are alternative locations, hours, days or grade options for this post, please indicate below the options you wish to be considered for:	
Additional Personal Details	
Are you a current employee of The Consortium Academy Trust?	
Are you applying for this post as a redeployee?	
Period of notice required in current post:	
Do you have a family or close relationship to a member or senior officer of this organisation?	
If yes, please give name(s) and relationship:	

## Qualifications

Please enter all qualifications shown on the employee specification as essential for this post and any others you feel are relevant to the post.

Place of Learning	Subject	Qualification Level	Grade	Date Obtained

## Learning

Learning Event	Start Date	End Date	Result/Score

## Membership of Professional Bodies

Professional Organisation/ Awarding Body	Membership Level	Start Date	Expiry Date

### Current and Previous Employment

Please provide a FULL RECORD OF EMPLOYMENT FROM LEAVING SCHOOL with no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part time work or multiple employments. It is especially important that reasons for leaving are given fully.

Job Title	Name and Address of Employer	Salary	From/To	Reason for Leaving

Key Duties

Job Title	Name and Address of Employer	Salary	From/To	Reason for Leaving

Key Duties

Job Title	Name and Address of Employer	Salary	From/To	Reason for Leaving

Key Duties

### Current and Previous Employment

Please provide a FULL RECORD OF EMPLOYMENT FROM LEAVING SCHOOL with no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part time work or multiple employments. It is especially important that reasons for leaving are given fully.

Job Title	Name and Address of Employer	Salary	From/To	Reason for Leaving

Key Duties

Job Title	Name and Address of Employer	Salary	From/To	Reason for Leaving

Key Duties

Job Title	Name and Address of Employer	Salary	From/To	Reason for Leaving

Key Duties

### Skills, Knowledge and Experience – Supporting Statement

Please state the personal qualities, skills and experience that make you suitable for this post, by providing clear examples, which can be drawn from your current and previous roles as well as any other experience that is relevant such as voluntary work.

Driver Details & Licence Details	
Please complete the section below if the job you are applying for requires you to drive, as identified in the relevant job advert.	
Do you hold a full valid driving licence?	
Do you have the use of a car?	
Licence number:	
Licence categories:	Category B <input type="checkbox"/> Category D1 <input type="checkbox"/> Category D <input type="checkbox"/>
Licence issuing country:	
Licence valid from date:	
Licence expiry date:	
Are you currently disqualified from driving?	
Do you have, or have you had in the last five years, any of the following driving convictions?	
Dangerous/reckless driving (code DD)	
Driving whilst under the influence of drink/drugs (code DR)	
Unlawful taking / Stealing (code UT)	
Failing to Stop / Failing to report an accident (code AC)	
Disqualification from driving for ANY offence (including totting up)	
Please specify any other driving conviction within the last five years:	
Criminal Record Declaration	
<p>This post is exempt from the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exemptions) Order 1975 as amended. Applicants must declare all convictions, cautions, reprimands or final warnings which for other purposes are "spent" under the provisions of the Act. However, offences which have been removed due to rules for filtering old or minor offences and are now 'protected' need not be declared. Further information on the filtering of offences is available at <a href="http://www.gov.uk/government/publications/dbs-filtering-guidance">www.gov.uk/government/publications/dbs-filtering-guidance</a></p> <p>Any information given will be completely confidential and will be considered only in relation to your application for this post. Any disclosure information revealed will be discussed with you prior to a recruitment decision being made. In the event of employment, any failure to disclose such information could result in dismissal or disciplinary action. All criminal record information is dealt with in accordance with the Disclosure and Barring Service Code of Practice, a copy of which can be supplied on request. <b>A criminal record will only bar you from working with us if the circumstances and background of your offence(s) are incompatible with the duties of the post.</b></p>	
Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended?	
If you have answered YES above, please state the nature of offence(s) and the date and place of the offence(s):	
Any other names you have used with dates of usage e.g. maiden name, former marriage, change by deed poll:	
Disciplinary Record	
<p>Please give details of any/all disciplinary action taken against you by any employer (including disciplinary action taken in relation to safeguarding issues). Give a brief outline of the issue, process and the outcome. You need <b>not</b> include:</p> <p>a) action taken as the result of an allegation that was proven false, unsubstantiated, unfounded or malicious; or</p> <p>b) action taken more than two years before the date of this application in respect of non-safeguarding issues.</p>	

## References

Please give details of two employment referees, one of whom must be your present or most recent employer (internal applicants must give their current line manager as a referee).

If you are not currently working with children or vulnerable adults, but have previously done so, you must also provide a referee for your most recent employment with these groups.

PLEASE ENSURE YOU GIVE TWO REFEREES, NOT FROM THE SAME ESTABLISHMENT.

References are not accepted from relatives or friends (or previous line managers/colleagues who are no longer working at your former employers) writing solely in this capacity. Referees will be asked about your performance and by providing their details you are consenting to this.

The Consortium Academy Trust reserves the right to contact any current or previous employer after interview.

Please supply official work email addresses rather than personal email addresses.

**Referee 1 Name:**

Job Title:

Organisation:

Email address:

Address Including Postcode:

Telephone number:

**Referee 2 Name:**

Job Title:

Organisation:

Email address:

Address Including Postcode:

Telephone number:

## Referee Contact

Referees may be contacted before interview. Please tick here if you do not wish this to happen:

Please indicate where you saw this vacancy advertised:

## Commitment to Equality of Opportunity

The School and The Trust will ensure that no job applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities. All Governors, Trustees, employees and agents of The Trust must seek to eliminate discrimination and promote equality and good relations within all communities.

Applications from job seekers who require Tier 2 (skilled worker) sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the School is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. UK Visas and Immigration require employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. Applicants from outside the EEA can find out more about sponsorship and self-assess the likelihood of obtaining a Certificate of Sponsorship for this post by visiting the UK Visas and Immigration website at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

## Safeguarding Information

The School and Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and/or vulnerable adults. Referees will be asked about disciplinary action, excluding that resulting from an allegation proven false, unsubstantiated, unfounded or malicious, and whether the applicant has been the subject of any concerns relating to children, where the post has involved such contact.

If you are the preferred candidate, a Disclosure and Barring Service disclosure will be obtained before an offer of appointment is made. A copy of the Trust's policy on the Recruitment of Ex-Offenders is available on request.

## General Information

This application will be treated in the strictest confidence. The School reserves the right to verify claims made in this application. Canvassing of any Trustee / Governor or employee of the School or Trust will disqualify a candidate for appointment. A candidate who knowingly fails to disclose a family or close relationship to an employee will be disqualified from appointment. Any false statement or withholding of relevant information may result in this application being rejected, dismissal or the withdrawal of an offer of appointment and possible referral to the police.

Please note that email is the School and Trust's preferred and most cost effective method of communication and will be used wherever possible at all stages of the recruitment process up to and including contract issue. Therefore, please ensure you supply a valid email address if you have one, notify us of any changes to your email address and check regularly for any communication regarding vacancies you have applied for.

## Declaration by Applicant

In completing this form, I give my permission for this data (excluding workforce monitoring information) to be used in the recruitment process to arrive at a selection decision and for all data (including workforce monitoring information) to be held and used for the purpose of compliance with The School and Trust policy and legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns as defined under data protection legislation. Should I be unsuccessful this will be for a period of six months, should I be successful I understand that the data will form the basis of some personal files.

I agree that during the course of any employment I will inform the Headteacher immediately of any new conviction, caution, reprimand or final warning for a criminal offence (other than minor road traffic and parking offences).

I certify that the contents of this application are, to the best of my knowledge and belief, a true statement. I am not barred or disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body relating to this type of work. I have declared any existing convictions, cautions reprimands or final warnings which are not 'protected'.

Signature:

Date:



This page is left intentionally blank to ensure easy separation of workforce information.

## Workforce and Disability Monitoring Information

These details enable The Consortium Academy Trust to meet its statutory obligations and will not be used to make selection decisions. This section will be removed from the application form and only used for the purpose of compliance with The Consortium Academy Trust's policy and legislation in relation to health, safety and other employment matters, analysis for management purposes and statutory returns as defined under data protection legislation.

Name:

Post Title:

## Workforce Monitoring Information

<b>Age Group:</b>	Under 25	<input type="checkbox"/>	35-44	<input type="checkbox"/>	55-64	<input type="checkbox"/>
	25-34	<input type="checkbox"/>	45-54	<input type="checkbox"/>	65 or over	<input type="checkbox"/>
<b>Gender:</b>	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>		
<b>Marital Status:</b>	Married/ Civil Partner	<input type="checkbox"/>	Widowed/ Surviving Civil Partner	<input type="checkbox"/>		
	Single	<input type="checkbox"/>	Divorced/ Civil Partnership Dissolved	<input type="checkbox"/>		
	Co-habiting	<input type="checkbox"/>	Separated	<input type="checkbox"/>		
	Separated, but still legally married/in same-sex civil partnership			<input type="checkbox"/>		
<b>Ethnic origin:</b>	<b>White:</b>			<b>Mixed/multiple ethnic group:</b>		
	English/Welsh/Scottish/ Northern Irish/British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>		
	Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>		
	Gypsy/Roma	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>		
	Traveller of Irish Heritage	<input type="checkbox"/>	Any other mixed/ multiple ethnic background	<input type="checkbox"/>		
	Any other white background	<input type="checkbox"/>	<b>Black/African/ Caribbean/Black British:</b>			
	<b>Asian/Asian British:</b>			Caribbean	<input type="checkbox"/>	
	Chinese	<input type="checkbox"/>	African	<input type="checkbox"/>		
	Indian	<input type="checkbox"/>	Any other Black/African/ Caribbean background	<input type="checkbox"/>		
	Pakistani	<input type="checkbox"/>	<b>Other ethnic group:</b>			
	Bangladeshi	<input type="checkbox"/>	Arab	<input type="checkbox"/>		
	Any other Asian background	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>		

## Disability Monitoring Information

We are committed to recruiting a diverse workforce to make us a strong and successful Trust. We are passionate about not only recruiting but supporting and retaining employees with a disability. To ensure we deliver our commitments we need to ask whether you have a disability, but why?

- because we are committed to identifying and tackling barriers to employment
- every year the Trust has to inform the government as part of our statutory responsibilities how many people with disabilities we employ.

You need not be registered disabled or in receipt of any benefit for your condition to count as a disability.

Disabled

☐

Not Disabled

☐

Not Declared

☐

## Right to work in the UK

The Immigration, Asylum and Nationality Act 2006 places a duty on all employers to prevent illegal working and requires that employers confirm the right to work in the UK before making an appointment.

To assist with this, please give your nationality:

This information will not be used for selection purposes. It will only be used if you are the preferred candidate for the post to assist in confirming right to work in the UK or in making an application for a Certificate of Sponsorship.