

***Summit Learning Trust is an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.***

Please complete all sections on this form. If any section does not apply to you, enter ‘not applicable’ (n/a)

**JOB APPLICATION FORM – SUPPORT STAFF POSTS**

1. **VACANCY DETAILS**

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| **THIS SECTION MUST BE COMPLETED** | **FOR OFFICE USE** |
| Job Title: | Job Ref No: |
| Date sent out: | Date returned: |
| Academy: | Application No: |

1. **PERSONAL DETAILS**

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| First name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: e.g. (Mr, Ms, Mrs) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile telephone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Do you have the right to work in the UK?** Yes:☐ No:☐  Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.  We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role:  National insurance number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you hold a current driving licence (if this is a requirement of the job): YES/NO  If YES, which type of licence to you hold \_\_\_\_\_\_ |

1. **GENERAL INFORMATION**

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| Are you related to an employee of Summit Learning Trust YES/NO  If yes, please provide details:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **ARRANGEMENTS FOR INTERVIEW**

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| If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? YES/NO  If YES, please specify, (e.g. ground floor venue, sign language interpreter, audio tape etc) |

1. **EDUCATION / QUALIFICATIONS** (including overseas). Please start with secondary education

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| **FROM** | | **TO** | | **Secondary school/college/**  **university etc** | **Examinations taken or to be taken** | **Results and grades** | | **Date gained** |
| **Month** | **Year** | **Month** | **Year** |  |  | |  |  |
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1. **TRAINING**

Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

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| **Year** | **Organising Body** | **Course Title** | **Length** |
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1. **MEMBERSHIP** – please indicate membership of any organisation(s) relevant to the job

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| **Name of organisation** | **Type of membership** | **Date of membership** |
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1. **PRESENT OR MOST RECENT EMPLOYMENT (if any)**

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| Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date left (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason(s) for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (if applicable)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **PAST EMPLOYMENT OR EXPERIENCE** (if any) include voluntary or other relevant experience

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| **From** | | **To** | | **Employer** | **Job Title** | **Reason for change** |
| **Month** | **Year** | **Month** | **Year** |  |  |  |
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1. **REFERENCES**

Please give details of two referees, one of which must be your current or most recent employer.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

To comply with [**Keeping Children Safe in Education**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)**,** we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.

Please indicate if you do not wish references to be taken up without your consent.

**Ref 1** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ref 2** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient detail of any experience and skills which demonstrate how you meet the requirements of this post as set out in the person specification. You may also continue on a separate sheet if you wish. You should ensure that any additional sheets are attached securely and include your name and the job reference number/job title. |

1. **DISCLOSURE**

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.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)?

If you do have any convictions or; before signing this section of the application form, you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Please tick one of the following statements:

I confirm that **I have NO criminal convictions** or cautions which would not be filtered in line with current guidance. I am not barred or disqualified from working with children, or subject to a prohibition order.

OR

I confirm that **I DO have criminal convictions** or cautions which would not be filtered in line with current guidance or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope marked ‘Private and Confidential’

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**Confirmation**

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

**Signature:**

**Date:**

**Print Name:**

1. **DATA PROTECTION ACT**

**Consent and Certification of Details**

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| 1. We will hold and use any personal data (including special categories of personal data) relating to you in accordance with our legal obligations, in the manner set out in the Employee Privacy Statement (as available on our website and as amended by us from time to time). Any monitoring the Trust undertakes using personal data is for statistical purposes only and you will not be identifiable from this process*.* However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:  * survey and research organisations (for monitoring purposes only) * local government authorities * central government authorities * organisations that handle or investigate the proper use of public funds * law enforcement authorities   I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. Giving false information will result in your information not being pursued or your contract being terminated if you have already been appointed to the job.  **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Print Name** |

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| **Please submit your completed application form to:**  **Email:** [Recruitment@SummitLearningTrust.org.uk](mailto:Recruitment@SummitLearningTrust.org.uk) |

***The Trust is committed to safeguarding and promoting the welfare of our students and we expect all applicants to share this commitment.  All appointments will be subject to an enhanced DBS disclosure, including a Children’s barred list check.***

**RECRUITMENT MONITORING**

**JOB TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB REFERENCE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| To help us monitor our Equal Opportunities in Employment Policy, please tick or complete the following boxes as appropriate.  **Ethnic Origin**  Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These categories are based on the 2001 census.  **A White**  British  Irish  Any other mixed background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **B Mixed**  White and black Caribbean  White and black African    White and Asian  **C Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **D Black or Black British**  Caribbean  African  Any other Black background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **E Chinese or other ethnic group**    Chinese  Vietnamese  Any other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Gender**  I am Female Male  Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_  **Disability**  The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.  Do you have a disability as defined above? Yes No  If all of the above does not apply to you but you do consider yourself to have a disability, please tick here  **Employment status**  Are you presently employed by Birmingham City Council? Yes No  Are you currently unemployed? Yes No  **Job Advertisement**  How did you find out about this job? Please specify the source or publication.  The Voice  Birmingham Evening Mail  Other newspaper (please specify)  Professional journal (please specify)  Radio (please specify)  Internet (please specify)  Word of mouth  Careers fair/open day  The Employment Service  Other (please specify) |