Support Staff **Application Form**

Please complete this form in type or black pen

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| Application for the post of | | |
|  | | |
| School | | |
|  | | |
| Where did you see this post advertised? | | |
|  | | |
|  | | |
| Please tick if you are applying for job share |  |  |

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|  |
| **Completed application forms  should be posted or emailed to:**  Claire Hardware, Head’s PA & HR Manager  Malton School  Middlecave Road  Malton, YO17 7NH  [cmh@malton.pmat.academy](mailto:cmh@malton.pmat.academy) |

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| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| Surname | | |  | Address |
|  | | |  |  |
| Previous Surname | | |  |
|  | | |  |
| Forename(s) | | |  | Postcode |
|  | | |  |  |
| Title (e.g. Mr, Mrs, Miss, Dr) |  | Date of Birth |  | Home Telephone Number |
|  |  |  |  |  |
| National Insurance Number | | |  | Mobile Telephone Number |
|  | | |  |  |
| Email Address | | |  | Daytime Contact Telephone Number |
|  | | |  |  |

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| **Present Employment (or last employment if not currently employed)** | | | | |
| Job Title | | |  | Name and address of employer |
|  | | |  |  |
| Date of appointment |  | Salary/Grade |  |
|  |  |  |  |
| Period of notice required to leave | | |  |
|  | | |  |
| Main Duties | | |  |  |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **Previous Employment (most recent first)** | | | | |
| From | To | Job Title | Employer | Brief details of duties |
|  |  |  |  |  |
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| **Voluntary/Unpaid Activities** | | | |
| Time input | Position held | Organisation | Brief details of duties |
|  |  |  |  |
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| **Secondary Education (GCSE/BTEC/Diploma or equivalent)** | | | |
| Secondary School | Dates | Qualifications | Grade |
|  |  |  |  |

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| --- | --- | --- | --- |
| **Further Education (A Level/BTEC/Diploma or equivalent)** | | | |
| School or College | Dates | Qualifications | Grade |
|  |  |  |  |

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| **Higher Education (Degree and post graduate qualifications)** | | | |
| University | Dates | Qualifications | Grade |
|  |  |  |  |

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| **Other Qualifications/Membership of Professional Bodies** | | | |
| Qualification | Dates | Professional Body | Dates |
|  |  |  |  |

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| --- | --- | --- |
| **Courses** | | |
| Please give details of recent significant in-service training courses etc attended. Newly Qualified Teachers are invited to outline the key elements of their courses and dissertation work. | | |
| Organising Body | Nature/Title of Course | Dates |
|  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Supporting Statement** | | | | | | | | | |
| Please provide additional information in support of your application, explaining how your skills, knowledge and experience make you a suitable candidate for this post. These may have been gained through paid employment, voluntary work, spare time activities or training. | | | | | | | | | |
|  | | | | | | | | | |
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|  | | | | | | | | | |
| Do you have a current driving license? | Yes |  | No |  | Provisional |  |  | | |
|  | | | | | | | | | |
|  | Car |  | Motorcycle |  | HGV |  | HGV2 |  |  |

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| **References** | | | | | | |
| Please supply names and addresses of two persons willing to supply references: **one of the named referees should be your current or most recent employer from whom a reference will normally be obtained**. It is the MAT’s normal practice to take up references without contacting you beforehand. If this is inappropriate, please give details and reasons on the back page of this form. | | | | | | |
| Name |  | Title |  | Name |  | Title |
|  |  |  |  |  |  |  |
| Address | | |  | Address | | |
|  | | |  |  | | |
| Telephone Number | | |  | Telephone Number | | |
|  | | |  |  | | |
| Email Address | | |  | Email Address | | |
|  | | |  |  | | |
| Job Title/Status of Referee | | |  | Job Title/Status of Referee | | |
|  | | |  |  | | |

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| **Important Information** | | | | | | | | | | | |
| In accordance with the MAT’s Equality in Employment Statement, disabled candidates will be treated fairly and on the basis of merit only. In order for the MAT to fulfil its duties under the Equality Act 2010, aids and adaptations will be provided if necessary. Please answer the following: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | Yes | |  | |  | No |  |  | |
|  | | | | | | | | | | | |
| Would the provision of any aids or modifications assist you in carrying out the duties of the post?  Is there any provision you require if invited for interview? | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Have you ever been dismissed from a post because of misconduct  or resigned whilst disciplinary action has been taken against you? | | | Yes | |  | |  | No |  |  | |
|  | | | | | | | | |
|  | | | | | | | | | | | |
| If so, and you consider it relevant to the post for which you are applying, please give further details on a separate sheet of paper. Please note that your previous employer/s will be asked about any disciplinary offences relating to young people, including any which are ‘time expired’, and the outcome of any enquiry or disciplinary procedure. | | | | | | | | | | | |
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| The applicant should state if to his/her knowledge he/she is related to any member of, or to the holder of, any senior post at the school / MAT, or to any Governors or Trustees of the school / Pathfinder MAT.  Canvassing of any member of the Governing Body, Trustees or Senior Leadership Team could lead to disqualification of the candidate concerned.  It is our practice to seek specific information from your current/previous employer regarding your absence record due to sickness whilst in their employment, this will only be carried out on shortlisted candidates. Any sickness absences you may have had linked to a disability or pregnancy will be disregarded for the purpose of checking your suitability for employment.  As part of our due diligence process an online search will be carried out on all shortlisted candidates.  These checks are carried out to determine suitability to work with children and keep them safe.  If you wish further information regarding these checks please contact 01904 806000.    Please note that appointment to this post will be subject to Occupational Health clearance, Enhanced DBS checks, two satisfactory references, evidence of eligibility to work in the UK, and appropriate qualifications. Under these procedures the successful candidate will be required to furnish a statement of any previous convictions, which will be checked by the DBS.  Please tick to confirm you have read and understood the above | | | | | | | | | | | |
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| **Date on which applicant could take up appointment if appointed:** | | | |  | | | | | | |  |
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| I confirm that the information I have provided is true and accurate. I confirm that I am not on the DfE “List 99”, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body. I understand that any appointment is conditional on this declaration and the above checks. I also understand that any incorrect, false or misleading information may make this application void. In addition, I am aware, that should this situation occur after I join the employment of the Pathfinder MAT, I would be liable to disciplinary action that my result in my dismissal and possible referral to the police or other relevant statutory body. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Signature: |  |  | Date: | | |  | | | | |  |

**Equal Opportunities in Employment**

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| **Reference number** |  | (Official use) |

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| **NB This page will be removed from your application prior to short-listing** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Which post are you applying for? | | | | | | | |  | Date of birth |  | |  | Age |  |  |
|  | | | | | | | |  |  | | |  |  | |  |
|  | | | | | | | | | | | | | | | |
| Scale point, grade or salary | | | | | | | |  | Are you | | | | | | |
|  | | | | | | | |  | Male | |  |  | Female |  |  |
|  | | | | | | | | | | | | | | | |
| School/Central MAT Department | | | | | | | |  | Marital status | | | | | | |
|  | | | | | | | |  | Single | |  | Divorced/separated | |  |  |
|  | | | | | | | | | | | | | | | |
| Are you applying on a job share basis? | | | | | | | |  | Married | |  |  | Other |  |  |
|  |  | | | | | | |
| **Yes** |  |  | **No** |  | |  | |  | Do you care for dependents | | | | | | |
|  | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | | |  | Children | |  |  | Elderly |  |  |
|  | | | | | | | |
| **Yes** |  |  | **No** |  | |  | |  | Disabled | |  |  | Other |  |  |
|  | | | | | | | | | | | | | | | |
| How would you describe your Ethnic Origin? | | | | | | | | | | | | | | | |
| **Asian or Asian British** | | | | | | | | | **Mixed** | | | | | | |
|  | | | | | | | | | | | | | | | |
| Indian | | | | | | |  |  | White and Black Caribbean | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Pakistani | | | | | | |  |  | White and Black African | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Bangladeshi | | | | | | |  |  | White and Asian | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Other (please specify) | | | | |  | | |  | Other (please specify) | | | |  | |  |
|  | | | | | | | | | | | | | | | |
| **Black or Black British** | | | | | | | | | **White** | | | | | | |
|  | | | | | | | | | | | | | | | |
| Caribbean | | | | | | |  |  | British | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| African | | | | | | |  |  | Irish | | | | |  |  |
|  | | | | | | | | | | | | | | | |
| Other (please specify) | | | | |  | | |  | Other (please specify) | | | |  | |  |
|  | | | | | | | | | | | | | | | |
| **Chinese or other ethnic group** | | | | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | |
| Chinese | | | | | | |  |  |  | | | | | | |
|  | | | | | | | | | | | | | | | |
| Other (please specify) | | | | |  | | |  |  | | | | | | |
|  | | | | | | | | | | | | | | | |
| Where did you see this post advertised? | | | | | | | |  |  | | | | | | |
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