**APPLICATION FORM – SUPPORT STAFF**

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| POSITION APPLIED FOR: |  |
| AS ADVERTISED IN: |  |

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| 1. PERSONAL DETAILS | |
| Surname\*:  Previous Surname: | First Name\*: |
| Address for correspondence\*: | Home telephone number:  Mobile telephone number\*:  E-mail address\*: |
| NI Number\*: | Membership of professional body: |
| If you are not a UK national, do you have a valid work permit? \* Yes/No | |

\* must be completed

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| 2. EDUCATIONAL QUALIFICATIONS  Please give details of your education, listing secondary schools, colleges and universities attended. Evidence of qualifications will be required (continue on a separate sheet if necessary) | | | | |
| General Education  From To | | School, College or University | Examinations taken or to be taken (with dates) | Qualifications obtained (include grade and/or class of degree) |
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| 3. CONTINUING PROFESSIONAL DEVELOPMENT  Please give details of relevant courses attended or professional training received in the last three years | | | | | | | | |
| Course | | | | | | Date | | |
| 4. EMPLOYMENT HISTORY  Current Employment | | | | | | | | |
| Name and address of current employer: | | | | | | | | |
| Position Held | | Start Date | Length of notice required | | Current Salary | | | Reason for Leaving |
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| Please give brief description of your duties and responsibilities | | | | | | | | |
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| Previous Employment (continue on a separate sheet if necessary) | | | | | | | | |
| Date From/To | Organisation | | | Position | | | Reason for Leaving | |
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| 5. REFERENCES  Please provide details of two referees who can be contacted to support your application. The first referee should be your current (or most recent) employer. If your most recent employment does not involve working with children or young people, you should also give your most recent employer, who can provide information on your work with children or young people. References will not be accepted from relatives or from people writing solely in the capacity of friends. | |
| **Referee 1**  Name:  Position:  Address:  Tel:  Email:  Please note references will be taken up prior to interview. | **Referee 2**  Name:  Position:  Address:  Tel:  Email:  Please note references will be taken up prior to interview. |

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| 6. SUPPORTING STATEMENT  Please outline how your education, skills and experiences will contribute to you successfully undertaking this post. Please include information about your personal drive, mission and ethos (continue on a separate sheet if necessary) |
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

**Upon receipt, this part of the form will be separated from your application before short listing takes place.**

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| 7. POLICY ON THE EMPLOYMENT OF PEOPLE WITH A CRIMINAL RECORD | | | | | |
| **REHABILITATION OF OFFENDERS ACT 1974**  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 obtained from the Ministry of Justice, Nacro or Unlock websites. Please tick the appropriate boxes: | | | | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | Yes |  | No |  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 | | Yes |  | No |  |
| Have you ever been included on the DfES List 99 or Teacher Services Restrictions List? | | Yes |  | No |  |
| Have you ever been disqualified from working with children? | | Yes |  | No |  |
| Have you ever been or are currently subject to sanctions imposed by a Regulatory body, e.g. The General Teaching Council? | | Yes |  | No |  |
| If you have answered Yes to any of the above questions, please give brief details and dates of any offences below (or if insufficient space continue on a separate sheet of paper) | | | | | |
| 8. EMPLOYMENT DECLARATION | | | | | |
| Have you left any previous job for the reason of early retirement/voluntary redundancy? Yes/No  If yes, please provide details | | | | | |
| Have you ever been dismissed from any previous employment on the grounds of  misconduct or incapability? Yes/No  If yes, please give details | | | | | |
| Have you ever worked for or applied to The Sir John Brunner Foundation before? Yes/No  If yes, please provide details including positions applied for and dates | | | | | |
| Do you know any member of the Academy’s Governing Body or a member of staff? Yes/No  If yes, please state name(s)  Canvassing by or on behalf of applicants will lead to immediate disqualification | | | | | |
| 9. DECLARATION  I certify that to the best of my knowledge the information given in this application is factually correct and I understand that discovery of any false information may, in the event of my employment, result in dismissal or disciplinary action by the Academy. I understand that should my employment begin before my references and police clearance have been received and these prove to be unsatisfactory, my engagement may be ended without prior notice. | | | | | |
| Name: | | | | | |
| Signed: | Date: | | | | |

**EQUAL OPPORTUNITIES MONITORING**

**Please fill in the details required and/or tick the appropriate boxes**

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| **Gender**  (If you are undergoing gender reassignment, use the gender identity you intend to acquire) | | | |
| Male |  | Female |  |
| Prefer not to say |  | Intersex/Other |  |

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| **Age** | **Date of Birth** |
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| **Disability**  Do you consider that you have a disability as defined by the Equality Act? | | | |
| Yes |  | No |  |
| Prefer not to say |  |  |  |

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| **Ethnicity**  How would you describe your nationality and ethnicity? | | | | | |
| **White** | | **Black** | | **Chinese or Other Ethnic Group** | |
| White – British |  | Black African |  | Chinese |  |
| White – Irish |  | Black Caribbean |  | Other Ethnic Group |  |
| Other White |  | Other Black |  |  |  |
| **Mixed** | | **Asian or Asian British** | | **Prefer not to say** |  |
| White and Asian |  | Bangladeshi |  |  |  |
| White and Black African |  | Indian |  |  |  |
| White and Black Caribbean |  | Pakistani |  |  |  |
| Other Mixed |  | Other Asian |  |  |  |

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| **Religion**  How would you describe your religion or other strongly held belief? | | | |
| I would describe my religion or belief as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| I have no particular religion or belief |  | Prefer not to say |  |

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| **Sexual Orientation**  How would you describe your sexual orientation? | | | | | |
| Heterosexual |  | Gay Man |  | Prefer not to say |  |
| Bisexual |  | Gay Woman/ Lesbian |  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **Marriage or Civil Partnership**  How would you describe your marital status? | | | |
| Single |  | Civil Partnership |  |
| Married |  | Prefer not to say |  |