

**SUPPORT STAFF APPLICATION FORM**

Sherborne Area Schools’ Trust is committed to safeguarding children and young people.

All post holders are subject to satisfactory enhanced Disclosure and Barring Service check.

Sherborne Area Schools’ Trust (SAST) recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.

Please be advised that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal is you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form.

To complete this form on screen, please use the tab key to move between sections.

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| **Vacancy Job Title:** |  |
| **Deadline for receipt of form:** |  |
| **Where did you see this vacancy advertised?:** |  |

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| Applications can only be made by completing this application form in full.  Please also enclose a separate letter of application of no more than two sides of A4.  **Send both completed documents either by post or email to the contact specified in the vacancy recruitment pack and job advert** |

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| **PERSONAL INFORMATION** | | | |
| Title:  Forenames:  Known as:  Surname:  Previous Surnames: |  | Home address:  Postcode:  Resident at this address since: |  |
| Work Tel No:  Home Tel No:  Mobile Tel No: |  | Email address:  Nationality:  National Insurance number: |  |

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| Which is your preferred contact number?  Do you have a full current UK driving licence? |  |

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| **EDUCATION & QUALIFICATIONS** | | | | |
| **Higher Education Qualifications** | | | | |
| **University/College** | **Subject** | **Results**  **(Hons/Level)** | **Date from**  **(month/year)** | **Date to**  **(month/year)** |
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| **School and Further Education Qualifications**  Please list subjects studied and grades of GCSEs and A Levels (or equivalent) | | | | |
| **Name of school/college** | **Examinations Passed** | **Grades** | **Date from**  **(month/year)** | **Date to**  **(month/year)** |
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| **Technical, professional, commercial or relevant in-house training** | | | | |
| **Type of training** | **College/Institute** | **Results** | **Date from**  **(month/year)** | **Date to**  **(month/year)** |
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| **Membership of professional bodies / Professional registration** |
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| **PRESENT/LAST APPOINTMENT** | | | |
| **Name of employer**  **Telephone** |  | **Address** |  |
| **Job title** |  | | |
| **Current / Last salary** |  | | |
| **Date appointed to post** |  | | |
| **Date left / notice required** |  | | |
| **Reason for leaving** |  | | |

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| Key duties and responsibilities and staff reporting to you. |

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| **PREVIOUS EMPLOYMENT**  Please provide a full history in chronological order since leaving secondary education, including periods of any post secondary education/training, and part time and voluntary work as well as full time employment, with start and end dates, explanations for ALL periods not in employment or education/training and reasons for leaving employment. |

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| Name and address of employer: | Position held and salary:  Date appointed:  Date left:  Reason for leaving: |
| Main duties and responsiblities: |  |

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| --- | --- |
| Name and address of employer: | Position held and salary:  Date appointed:  Date left:  Reason for leaving: |
| Main duties and responsiblities: |  |

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| Name and address of employer: | Position held and salary:  Date appointed:  Date left:  Reason for leaving: |
| Main duties and responsiblities: |  |

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| **Periods of non-employment:** Please indicate nature/reasons for any periods of non-employment including dates. |

**Please continue employment history on a separate sheet if necessary**

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| **RELEVANT SKILLS AND COMPETENCES** |
| Describe how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job. Please refer to the person specification and give specific examples wherever possible. |

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| **INTERESTS AND ACTIVITIES** |
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| **REFERENCES** |
| Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent employer or Headteacher. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is ‘time expired’ and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity as friends. |

**First Reference**

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| Name of referee: |  |
| Employers name: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Relationship to you (e.g. Manager/Headteacher): |  |

**Second Reference**

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| Name of referee: |  |
| Employers name: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Relationship to you (e.g. Manager/Headteacher): |  |

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| **If you wish to be contacted before references are taken up please give details below:** |

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| **DECLARATIONS** |

Do you have the legal right to live in the UK? **Yes**  **No**

Do you have the legal right to work in the UK? **Yes  No**

Is your right to work in the UK subject to a work permit? **Yes  No**

*If yes, you will need to produce photographic identification and proof of the above if you are called to interview*

Are you subject to any legal restrictions in respect of your employment in the UK? **Yes  No**

*If yes please give details:*

Are you, or have you previously been a Qualified Teacher? **Yes  No**

*If yes, please provide your DFE Reference Number (DfE number e.g 12/34567): \_\_\_\_*

Are you related to or have a close personal relationship

with any pupil, employee, trustee or governor of Sherborne Area Schools’ Trust? **Yes  No**

*If yes please give details:*

Do you need any special arrangements made for you

if you are called for an interview and/or work based assessment? **Yes  No**

*If yes please give details:*

**Disclosure of Criminal Record Information**

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. If you are short-listed, you will be required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Are you registered with the DBS Update Service **Yes  No**

*If yes, please provide the certificate number:*

For the purpose of the Data Protection Act 2018, I give my consent to this form and related information being processed and retained on file and to the trust verifying the information I have provided with relevant third parties in administering its recruitment process.

I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed.

I agree to the declarations made on this form

Signature :

Date of signature:

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| **Equality and Diversity in Employment** | | | | | | | | | | | |
| Sherborne Area Schools’ Trust (SAST) recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.  In order to help us monitor the effectiveness of our Equality in Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into account when making the appointment. | | | | | | | | | | | |
| **Date of birth *(e.g. dd/mm/yyyy)*:** | | | | | |  | | | | | |
|  | | | | | | | | | | | |
| **Which of the following best describes your ethnic origin?** | | | | | | | | | | | |
|  | White British | | |  | White Irish | |  | | | Any other White background | |
|  | White and Black Caribbean | | |  | White and Black African | |  | | | White and Asian | |
|  | Any other mixed background | | |  | Indian | |  | | | Pakistani | |
|  | Bangladeshi | | |  | Chinese | |  | | | Any other Asian background | |
|  | Caribbean | | |  | African | |  | | | Any Other Black background | |
|  | Arab | | |  | Gypsy/Romany | |  | | | Irish Traveller | |
|  | Any other ethnic background | | |  |  | |  | | |  | |
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| **Gender** | | | | | | | | | | | |
| Male | | | Female | | | | | Prefer not to say | | | |
| **Which of the following best describe your sexual orientation?** | | | | | | | | | | | |
| Prefer not to say | | | Bisexual | | | | | Gay/Lesbian | | | |
| Heterosexual/Straight | | | Other | | | | |  | | | |
| **Do you consider yourself to have a disability?**  (for this purpose disability means any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities) | | | | | | | | | | | |
| Yes | | | No | | | | | Prefer not to say | | | |
| **If you have answered yes to the above please state the type of disability which applies to you (please select all that apply)** | | | | | | | | | | | |
| Hearing impairment | | Learning disability | | | | Mental health illness | | | | | Physical impairment |
| Speech impairment | | Visual impairment | | | | Long standing illness or health condition | | | | | |
| **Which of the following best describes your faith/religion/belief?** | | | | | | | | | | | |
| Prefer not to say | | | None/no religion | | | | | | Christian | | |
| Hindu | | | Jewish | | | | | | Buddhism | | |
| Muslim | | | Sikh | | | | | | Other | | |